



Town of Arlington Board of Selectmen

Meeting Agenda

December 8, 2014

7:15 PM

Selectmen's Chambers, 2nd Floor, Town Hall

1. Presentation: Arlington High School Parking Proposal
AHS Generation Citizen Project

PUBLIC HEARINGS

2. Discussion and Vote: Property Tax Classification - Tax Rate
Paul Tierney, Assessor

APPOINTMENTS

3. Introduction: Newly Appointed Tree Committee Member
Emily Snyder (term to expire 11/2017)
4. Arlington Commission on Arts and Culture
Jonathan Hyde (term to expire 1/31/2018)
5. Arlington Cultural Council
Renee Cameron (term to expire 12/2017)
6. Equal Opportunity Advisory Committee
Sara Elizabeth Hirshon (term to expire 1/31/2016)

LICENSES & PERMITS

7. Request: Tango Restaurant Late Night Event, 12/31/14
Alissa Mermet, Tango Restaurant, 464 Massachusetts Avenue
8. Request: Common Victualler License
Jimmy's Pizzeria, 1508 Massachusetts Ave., Weder Marra
9. Request: Public Entertainment License
Acitron Cocina Mexicana, 473 Massachusetts Avenue, Gotu Hule

CITIZENS OPEN FORUM - SIGN IN PRIOR TO BEGINNING OF OPEN FORUM

Except in unusual circumstances, any matter presented for consideration of the Board shall neither be acted upon, nor a decision made the night of the presentation in accordance with the policy under which the Open Forum was established. It should be noted that there is a three minute time limit to present a concern or request.

TRAFFIC RULES & ORDERS / OTHER BUSINESS

10. Vote: Special Municipal Employees/Conservation Commission

Nathaniel Stevens, Chair, Conservation Commission

11. Request: One Space, On Street Overnight Parking @ 57 Milton Street
Dave and Ellen Setser
12. For Approval: Fund Balance Policy for Symmes Property Fund
Andrew P. Flanagan, Deputy Town Manager
13. Discussion and Adopt: Draft Selectmen's Handbook, Chapter 7 and Chapter 8

CORRESPONDENCE RECEIVED

ACMI Annual Audit

John D. Leone, President, ACMI - Be Rec'd

Request TAC Input, Spy Pond Tennis Courts Renovation

Joseph Connelly, Director of Recreation; Park and Recreation Commission - Be Rec'd

Request to Memorialize Robert MacMurray

Dan Dunn, Selectman

EXECUTIVE SESSION

Next Meeting of BoS December 22, 2014.



Town of Arlington, Massachusetts

Presentation: Arlington High School Parking Proposal

Summary:

AHS Generation Citizen Project



Town of Arlington, Massachusetts

Discussion and Vote: Property Tax Classification - Tax Rate

Summary:

Paul Tierney, Assessor

ATTACHMENTS:

Type	Description
<input type="checkbox"/> Backup Material	Legal Ad

(INSERT TOWN SEAL HERE)

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

PROPERTY CLASSIFICATION

LEGAL NOTICE

TOWN OF ARLINGTON

Notice is hereby given that pursuant to Chapter 369 of the Acts of 1982 that the Board of Selectmen of the Town of Arlington shall hold a Public Hearing at 7:30 p.m. on Monday, December 8, 2014, in the Selectmen's Chamber, 2nd floor Town Hall, 730 Massachusetts Avenue, Arlington, MA. The Board of Selectmen shall make a decision as to whether or not to classify residential, open space, commercial, industrial and taxable personal property of the Town. Oral and written comments will be accepted at that time.

All persons interested may be heard at the time and place so appointed.

Per Order of
The Board of Selectmen

Board Administrator
Arlington, MA 02476

11/13/14 and 11/20/14 issues-Arlington Advocate



Town of Arlington, Massachusetts

Introduction: Newly Appointed Tree Committee Member

Summary:

Emily Snyder (term to expire 11/2017)

ATTACHMENTS:

Type	Description
Backup Material	Snyder meeting notice, Appointment approval from 11.24.14 meeting

OFFICE OF THE BOARD OF SELECTMEN

STEVEN M. BYRNE, CHAIR
JOSEPH A. CURRO, JR., VICE CHAIR
KEVIN F. GREELEY
DIANE M. MAHON
DANIEL J. DUNN



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON MASSACHUSETTS 02476-4908

December 2, 2014

Emily Snyder
10 Milton Street
Arlington, MA 02474

Re: Appointment: Tree Committee

Dear Ms. Snyder:

The Board of Selectmen at the meeting of November 24, 2014 approved your appointment to the Tree Committee. As you were unable to attend that meeting and in order that they may meet you, the Board requests that you attend their meeting on Monday, December 8, 2014 at 7:15 p.m. at Town Hall, Selectmen's Chambers, 2nd Floor, 730 Massachusetts Avenue.

It is a requirement of the Board of Selectmen that you be present at this meeting. Your presence will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

Please contact this office to confirm the date and time with either Mary Ann or Fran at the above number.

Thank you.

Very truly yours,
BOARD OF SELECTMEN

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr

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730 MASSACHUSETTS AVENUE
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TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

November 25, 2014

Re: Appointment: Tree Committee

Dear Ms. Snyder:

The Board of Selectmen at the meeting held on November 24, 2014 voted to approve your appointment to the above, said term to expire 11/2017.

Kindly call the office of the Town Clerk to be sworn to the faithful performance of your duties.

Thank you.

Very truly yours,
BOARD OF SELECTMEN

A handwritten signature in cursive script, reading "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr

cc: Stephanie Lucarelli, Town Clerk



Town of Arlington, Massachusetts

Arlington Commission on Arts and Culture

Summary:

Jonathan Hyde (term to expire 1/31/2018)

ATTACHMENTS:

Type

Description

Backup Material

Town Manager recommendation, Hyde resume, meeting notice



**Town of Arlington
Office of the Town Manager**

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us

MEMORANDUM

DATE: November 19, 2014

TO: Board Members

SUBJECT: Appointment to Arlington Commission on Arts and Culture (ACAC)

This memo is to request the Board's approval of my appointment of Jonathan Hyde, 206 Highland Ave, to the Arlington Commission on Arts and Culture (ACAC) with a term expiration date of 1/31/2018.

Adam Chapdelaine
Town Manager

.....
RESUME

JONATHAN HYDE

206 Highland Avenue, Arlington, MA 02476
jhyde45@hotmail.com; 781-648-9893

.....
KEY SKILLS &
EXPERIENCE

Marketing & Communications: Strategic consumer marketing planning and implementation; research; print, broadcast, and online advertising; customer relationship marketing; print and web development; cultural tourism and green tourism programs

Project Management: project, personnel, and budget management; procurement and management of marketing, custom publishing, and fulfillment vendors.

Sectors: tourism, culture, education

.....
EMPLOYMENT

.....
Consultant

Massachusetts Film Office

- Film tax incentive program

Massachusetts Office of Travel & Tourism

- Manage consumer and industry MA Green program
- Develop cultural tourism program
- Collaborate with Massachusetts Cultural Council on marketing of cultural districts
- Provide copywriting and editing services
- Consult on procurement programs
- Support research programs

Deputy Director

Massachusetts Office of Travel & Tourism

- Manage all U.S. marketing programs
- Strategic planning
- Broadcast, print, and online media
- Procurement and management of advertising agency and custom publisher
- Print and web publishing and content
- Quantitative and qualitative market research
- Management of customer database
- Customer relationship marketing; fulfillment services
- Manage agency budget, procurement, and contracts

Director of Communications

Massachusetts Office of Travel & Tourism

- Developed agency's first consumer, trade, and constituent public relations program
- Principal press spokesman
- Trained and managed public relations staff

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EMPLOYMENT

Director of Publications

State University of New York at Albany

- Managed in-house agency that developed graphic identity systems, recruiting materials, the alumni periodical, and print materials for academic departments

Marketing and Public Relations Director

Children's Museum, Boston

- Designed and implemented the PR and marketing plan for the museum's relocation and expansion
- Marketed Museum Wharf, a mixed-use development comprising two museums and retail tenants

Senior Editor, Publications Office

University of New Hampshire

Reporter

Daily News, Newburyport, Massachusetts

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EDUCATION

.....
Kennedy School of Government, Harvard University

Selected for Senior Executive Program for State Managers

University of New Hampshire

BA, Communications

.....
PROFESSIONAL
ACTIVITIES

.....
Organizational affiliations, present and past

- Board Member, Old South Meeting House
- Freedom Trail Task Force
- Advisory Committee, History Collaborative
- Visitor Center Task Force, Trust for City Hall Plaza
- Trustee, Discovery Center of the Capital Region
- Commissioner, Massachusetts Historic Commission

Speaker

- Council for Advancement and Support of Education
- National Park Service
- U.S. Department of Labor Regional Restructuring Project
- American Association of Museums
- New England Museums Association
- The Connecticut Museums Association/Connecticut League of Historical Societies
- Boston University and BU's Public Communications Institute

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781-316-3020
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TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

November 25, 2014

Jonathan Hyde
206 Hyland Avenue
Arlington, MA 02476

Re: Appointment: Arlington Commission on Arts and Culture

Dear Mr. Hyde:

As a matter of the standard appointment procedure, the Board of Selectmen requests that you attend a meeting of the Board of Selectmen at Town Hall, Selectmen's Chambers, 2nd Floor, 730 Massachusetts Avenue, on Monday, December 8th at 7:15 p.m.

It is a requirement of the Board of Selectmen that you be present at this meeting. Your presence will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

Please contact this office to confirm the date and time with either Mary Ann or Fran at the above number.

Thank you.

Very truly yours,
BOARD OF SELECTMEN

Marie A. Krepelka *fk*

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Arlington Cultural Council

Summary:

Renee Cameron (term to expire 12/2017)

ATTACHMENTS:

Type	Description
<input type="checkbox"/> Backup Material	Cultural Council Recommendation, Cameron resume, Meeting notice

From: ELIZABURDEN@comcast.net
To: Fran Reidy <FReidy@town.arlington.ma.us>
Cc: "Blum, Karin" <kesblum@gmail.com>
Date: 12/01/2014 09:33 AM
Subject: New member to the Arlington Cultural Council

Fran,

At its monthly meeting on Nov 23, the Arlington Cultural Council approved the appointment of a new member whose first term begins immediately and expires in December 2017.

Renee Cameron

11 Amherst Street, Arlington Ma 02474

Arlington, MA

857-928-3169

Her resume has been attached for your reference. Please let us know when she is scheduled to attend the Board of Selectmen's meeting. Thank you very much for your assistance.

Eliza Burden

Renee Cameron
Arlington, Ma
r_l_cameron@yahoo.com
857-928-3169

OBJECTIVE

To secure a part-time research related position where I am able to apply my previously demonstrated research skill sets while simultaneously working as a freelance photographer.

Photography Skills:

Film & digital photography, color correction & image editing/retouching with Adobe Lightroom & Photoshop (CS4/5), Adobe Bridge, Multi Media (FCP), fine art printing, social media, studio lighting.

Equipment: Canon 5D & 5Dmk II, various L-series lenses, external flash and other related accessories

PROFESSIONAL PHOTOGRAPHY EXPERIENCE

Renee Cameron Photography

Owner, Photographer/Editor

December 2010-Present

Photograph, edit, distribute and archive all images. Manage all aspects of business operations: marketing, website development/design, blog maintenance, customer relations, new business development and accounting. Restore and retouch photographs.

Contracted Freelance Headshots 2011-Present

(Environmental/Lifestyle)

Contracted Freelance Portraiture 2010-Present

(Individual & Families, Seniors, Environmental/Lifestyle)

Second shooting for Melissa Nicastro Weddings May 2012-Oct 2012

Second shooting for Andrew Kubica Weddings Summer 2011

(Including engagement shoots)

Boston Social Sport, New Years Eve Event December 2010

Clinical Research Skills:

Therapeutic areas: Infectious disease (influenza, *C. difficile*, smallpox), cardiovascular (congestive heart failure, cardiopulmonary), CNS (chronic depression, schizophrenia, dementia, panic disorder), women's health (post-menopause and lysosomal storage disorder -Fabry disease)

Phases: I - IV, post-market & biomarker

Operational: Clinical Coordination, Clinical Trial Project Management; CRO, Central Lab and other Vendor/Consultant Management; Regulatory/IRB Documentation; Protocol, CRF and ICF Development and review; Establishing New Operational Processes; Field monitoring; FDA Audit Preparation; Document Review for Regulatory Filing; Drug Accountability Management; Study Budget Management and Facilitation of Contract Process

CLINICAL RESEARCH RELATED EXPERIENCE

Sirtex Pharmaceuticals, Woburn MA

Sirtex is a global life-sciences company that develops and delivers effective oncology treatments using novel small particle technology

Clinical Documentation Specialist

Mar 2012-Present

Ensure organization, quality, confidentiality and security of Clinical Trial Master File for all Sirtex clinical studies and perform various clinical operations related tasks as needed. Position reports to the Senior Manager of Clinical Operations. Responsibilities include, but not limited to:

- Development of new company Trial Master File.
- Manage the receipt, review, tracking and archiving of all paper and electronic study-related documentation for multiple clinical studies, including "essential documents", GCP-required contract/financial records, regulatory and vendor files according to Sirtex TMF standards
- Quality Assurance of all incoming documentation (including drug release packets) according to ICH and GCP guidelines; prioritizing document reviews to meet agreed deliverables and timelines.
- Conduct CTMF audits: Document findings, communicate deficiencies and facilitate resolution with project team members, vendors and/or site staff as needed
- Manage shipment of study files to off-site storage facility when archiving is necessary
- Attend study-related meetings, as appropriate, including project team meetings, vendor selection meetings, vendor kick-off meetings, and investigator meetings
- Maintain study, site personnel, and contract tracking tools
- Train new team members on Sirtex document processing procedure

Tetraphase Pharmaceuticals, Watertown MA

A clinical-stage life science company with a groundbreaking synthetic chemistry technology platform that has the power to address the global health crisis caused by antibiotic resistance

Clinical Documentation Specialist

Mar 2011-September 2011 (consultant)

Ensure organization, quality, confidentiality and security of Clinical Trial Master File for all Tetraphase clinical studies and perform various clinical operations related tasks as needed. Position reports to the Senior Director of Clinical Operations. Responsibilities include, but not limited to:

- Development of new company Trial Master File.
- Manage the receipt, review, tracking and archiving of all paper and electronic study-related documentation for multiple clinical studies, including "essential documents", GCP-required contract/financial records, regulatory and vendor files according to Tetraphase TMF standards
- Quality Assurance of all incoming documentation (including drug release packets) according to ICH and GCP guidelines; prioritizing document reviews to meet agreed deliverables and timelines.
- Monitor receipt and transfer of appropriate documents (e.g. 1572, PI CV, FDF) to regulatory representative for inclusion in regulatory submissions and/or CSR appendices
- Serve as part of an un-blinded team member; reviewing un-blinded monitoring visit reports and monitoring subject randomization activity as needed
- Conduct CTMF audits: Document findings, communicate deficiencies and facilitate resolution with project team members, vendors and/or site staff as needed
- Manage scope of work and contractual details with vendors for receipt of final CTMF documentation at study completion
- Manage shipment of study files to off-site storage facility when archiving is necessary
- Attend study-related meetings, as appropriate, including project team meetings, vendor selection meetings, vendor kick-off meetings, and investigator meetings
- Maintain study, site personnel, and contract tracking tools
- Creation and maintenance of departmental SOPs (e.g. CTMF/Essential Documents), guidelines, training files, and QA tracking mechanisms
- Train new team members on Tetraphase's document processing procedures
- QA reviews of data listings and draft documents.

Sirtis Pharmaceuticals- a GSK Company, Cambridge MA

An independent Discovery Performance Unit (DPU) within GSK developing small molecule drugs that target the sirtuins, a family of seven enzymes associated with diseases of aging

Clinical Quality Documentation, Auditing and PM April 2010-Jan 2011 (contract)

Ensure organization, quality, confidentiality and security of Clinical Trial Master File for all Sirtis clinical studies as well as perform clinical project management related tasks as needed. Position reports to the Head of Clinical Quality Assurance. Responsibilities include:

- Set-up, archiving & maintenance of both paper-based and electronic clinical study document tracking system; perform quality review of clinical documents prior to archiving
- Perform Clinical Trial Master File audit (7 studies); communication and resolution of audit findings to both internal study teams and external vendors; planning and conduct of vendor audits
- Review and Development of Sirtis Clinical Standard Operation Procedures
- PM support for ongoing clinical project team needs; review MVR's, draft tables and listings prior to database lock, vendor oversight

Shire Pharmaceuticals (HGT division), Lexington, MA

A specialty Biopharmaceutical Company of 4,000 individuals world-wide focused on attention deficit and hyperactivity disorder, human genetic therapies and gastrointestinal diseases.

Clinical Project Manager

January 2009-January 2010

Manage clinical project for timely completion of deliverables; oversight of project timeline; Interface with internal functional areas (medical writing, medical affairs, data management, biostatistics, regulatory affairs and supply chain); liaise with key opinion leaders, principal investigators and study vendors.

Position reports to the Associate Director, Clinical Program. Responsibilities include:

- Participate in the design, planning and implementation of clinical research projects
- Manage study activities with internal team members, clinical site staff and CRO team to ensure compliance with protocol to meet overall study objectives within budget and on schedule
- Lead and participate in study specific and cross functional team meetings
- Manage site selection process
- Participate in co-monitoring visits, investigator meetings and other study trainings
- Manage the collaborative writing process for clinical protocols, Investigator Brochures and other clinical documents
- Manage relationships with internal study teams and external vendors including central Lab, CRO, partners in overseas markets as well as shipping and logistics vendors to ensure quality and timely deliverables

EPIX Pharmaceutical, Inc., Lexington, MA

A Biopharmaceutical company focused on the discovery and development of novel, highly selective, small-molecule drugs that target G-Protein Coupled Receptors (GPCRs) and ion channels, in clinical development to treat diseases of the central nervous system and lung conditions

Clinical Study Manager

March 2008-Dec 2008

Responsible for set-up and management of a phase 2 domestic cardiovascular/pulmonary trial, overseeing study activities at up to 3 sites to ensure compliance with Good Clinical Practices (GCP's)

Responsibilities included:

- Prepared and reviewed study manuals, informed consent documents, regulatory binders, enrollment-tracking reports, etc.
- Presented information to investigator's and study staff as needed
- Assessed site enrollment; troubleshooting and problem solving as necessary
- Conducted qualification, initiation, interim, and closeout site visits and prepared written reports
- Data review, query generation and resolution
- Input in development of protocol and CRF (paper & electronic) design
- Identified and managed CRO, central laboratory, consultants and investigational sites
- Managed RFP process and evaluated of vendor specifications
- Oversight of CRO relationships; troubleshooting as necessary
- Developed and managed study tracking tools
- Input for budget review/negotiation process
- Managed project timelines & reported progress to Senior Management
- Managed site supplies and Investigational product shipments and accountability
- Trained and mentored site staff and internal team members as needed

- Managed review & approval process of study documentation (e.g. investigator brochures, clinical protocols, informed consent forms, clinical study reports (including TLF's), case report forms, structured interview questionnaires and diary cards)
- Managed communication and information flow internally (with QA, Regulatory Affairs, and CMC) and externally (with CRO, Central Lab and clinical sites)
- Supported Clinical Operations as required, including review and editing of department SOPs, clinical manuals, etc

Abiomed, Inc., Danvers, MA

Global technology leader dedicated to providing advanced medical technologies to heart patients to improve recovery time and improved quality of life

Senior Clinical Research Associate

October 2007-January 30, 2008

Oversight of one or more protocols with multiple sites to ensure compliance with Good Clinical Practices (GCPs) and study protocols; review of regulatory documents and preparation of trip reports while meeting timelines/milestones within budget

Responsibilities included the following:

- Prepared and reviewed study manuals, informed consent documents, regulatory binders, enrollment-tracking reports, SOPs, etc.
- Presented information to investigator's and study staff at monitoring visits as needed
- Assessed site enrollment, troubleshooting and problem solving as needed
- Conducted interim, and closeout site visits and prepared visit reports
- Data review, entry, query generation and resolution.
- Input toward protocol and CRFs design.
- Oversight of CRO relationship with sites, troubleshooting as required
- Managed extensive tracking tools utilized by senior management and account managers' for strategic planning

Acambis Inc, Cambridge, MA

Leading UK Biotechnology Company focused on research and development for taking new, commercially viable vaccines, from discovery to licensure

Clinical Trial Manager

February 2007 – October 2007

Clinical Trial Coordinator

November 2005-February 2007

Responsible for the set-up and management of one phase I domestic Influenza trial (3 sites, 80 subjects) and two Phase I, domestic *C. difficile* trials (3 sites each, 36 & 48 subjects respectively), as well as specialty tasks for small pox BLA submission

Responsibilities include the following:

- Identified and managed CRO, central laboratory, consultants and investigational sites
- Managed RFP process, developed and evaluated vendor scope of work and contact specifications
- Budget review and negotiation
- Managed project timelines
- Managed site supplies and drug shipments
- Trained and mentored site staff and team members
- Managed review process of investigator brochures, clinical protocols, informed consent forms, clinical study reports (including TLF's) and other clinical documents (e.g. training materials, pharmacy dilution and dosing instructions, case report forms, structured interview questionnaires and diary cards)
- Reported study progress to internal and external team members
- Managed project related communication & information flow, both internally (R&D, QA, Regulatory Affairs, Serology, and Medical Affairs) and externally (CRO, Central Lab and clinical sites)(identified and resolved problems and ensured all study tasks completed on schedule)
- Audited key data and source documentation as part of BLA submission, prepared clinical sites for FDA inspections and drafted responses to an audit report stemming from FDA clinical questions received during a BLA review
- Performed pre-qualification, interim and close-out visits, including preparation of visit reports
- Supported Clinical Operations as required, including review and editing of department and company SOPs, regulatory filings, etc

Massachusetts General Hospital, Boston, MA

A world class research facility with the largest hospital-based research program in the United States (nearly 20,000 employees globally). Ranked third nationwide among the country's best hospitals

Clinical Project Manager, Cardiology

April 2003 – November 2005

Responsible for the set-up and Management of Investigator initiated/industry sponsored cardiovascular biomarker trial (400-600 subjects). Responsibilities included the following:

- Managed development, review and approval process for all critical study documents (i.e. protocols, informed consent, case report forms, IRB submissions, reviews and annual reports)
- Planned and managed trial timelines, budgets, and study resources. (including coordination with business development to negotiate sponsor contracts and to ensure timely receipt of study milestone payments)
- Pre-monitored data (review of source document data from medical records, subject interviews, questionnaires, diagnostic tests against CRFs)
- Developed protocol-specific worksheets, flow charts and other tools to ensure protocol compliance and consistency in collection for all protocol-required data points
- Developed recruitment and data acquisition SOP's for staff members involved in subject enrollment
- Collaborated with sponsor monitors for development of monitoring plan and study related worksheet instructions
- Troubleshooting, problem solving and corrective actions action as appropriate
- Generated and maintained study records, including enrollment tracking
- Assured compliance with federal regulations and institutional guidelines
- Managed all study materials and supplies
- Initiated design of new database for EDC for upcoming trials
- Assured adequate reporting of adverse events
- Managed summer interns

Wyeth, Cambridge, MA

A global leader in prescription pharmaceuticals, with research and development (R&D) programs focused on small molecules, vaccines and biotechnology. 50,000 employee's worldwide

Discover Research Operations Analyst

October 2001 – April 2003

A new position created in Operations to help eliminate bottlenecks and improve communication among interdependent areas, with the goal of improving the daily routine of scientist and achieving maximum operational efficiency across Discovery Research. Responsibilities included the following:

- Met with functional department heads to understand their scientific objectives and purpose within the discovery research organization
- Determined how laboratories interacted with each other and various support groups and identified key issues facing groups, in hopes of improving operational efficiency across the discovery research organization. This effort was carried out in an attempt to achieve a corporate goal of advancing 10 compounds per year (from Discovery to Development)
- Assisted in creation of a Research Operations web site
- Coordinated resource allocation work for entire Discovery operations staff.
- Created project tracking document for Discovery Research and Discovery Operational Guidelines to be used company wide

Development Associate II

February 2001 – October 2001

- Coordinated timing and deliverables of Pre-Clinical studies for multiple development projects
- Developed and maintained detailed project timelines (including but not limited to Biological Assay Systems, PK/PD, pharmacology, toxicology, Quality Assurance, and Regulatory-submission dates)
- Communicated and interacted with Project Management, Regulatory Affairs, and Pre-Clinical Scientific Communications to facilitate and expedite regulatory submission deliverables and all applicable documentation for current projects
- Assisted Pre-Development group with design and maintenance of tracking tools

TIMI Study Group, Boston, MA

A cardiovascular division at Brigham and Women's Hospital internationally recognized for excellence in biomedical research, particularly for its clinical, translational, bench, and population-based research studies, including the landmark Nurses Health Study, Physicians Health Studies, and the Women's Health Initiative, with an annual research budget of more than \$400 million, employing more than 12,000 people

Clinical Regulatory Specialist

January 2000- January 2001

Responsible for regulatory start-up activities for large, multi-center clinical trials (US and international) in cardiac indications. Responsibilities included:

- Facilitated the selection and regulatory approval process of up to 70 clinical sites
- Reviewed and managed FDA filing documents for accuracy toward clinical study site approval.
- Ensured accurate and timely submission of regulatory documents
- Reviewed and approved of Informed Consent documents
- Fielded calls and managed correspondence from principle investigators and research coordinators in North America and Europe, troubleshooting as necessary
- Ensured proper distribution of letters, memoranda, newsletters, posters and study aids used by Principle Investigators, research coordinators, core lab, operations committees and various study personnel
- Maintained regulatory document tracking database, numbered memoranda and site contract information
- Activated sites for participation (study drug shipment) based upon approval of regulatory documentation. Troubleshooting issues with randomization, drug supply, etc.
- Management of clinical supplies

Ethicon-Endo Surgery (a Johnson & Johnson Company) – Clinical Data Affairs
Department CONTRACT POSTION

Data Entry Specialist

August 1999-December 1999

- Data entry and verification using CLINTRIAL; writing CRF and data entry instructions

Proctor and Gamble- Consumer Product Division, CONTRACT POSTION

Various Administrative Assignments

March 1999- August 1999

University of Cincinnati College of Medicine (Department of Psychiatry) - Department of Psychiatry & Veterans Hospital, Cincinnati, Ohio

The department of psychiatry is one of the top 25 research departments in the country in terms of NIH funding, with particular strength in the areas of eating disorders, bipolar disorder and chemical dependency. It also has the largest pharmaceutical research program of any psychiatry department in the country. The department educates medical students as well as psychiatric residents, child psychiatry fellows, geriatric psychiatry fellows, substance abuse fellows, and forensic psychiatry fellows. The department also is responsible for clinical services at the six hospitals in the Health Alliance of Greater Cincinnati, as well as at the Veteran's Administration Hospital and Children's Hospital. The Department owns and operates AllPance Behavioral Care, a managed mental healthcare organization

Clinical Research Assistant

October 1995- August 1998

Research Assistant II/Study Coordinator-

Responsible for coordination and conduct of clinical trials for major pharmaceutical companies designed to evaluate safety and or efficacy for various CNS indications. Responsibilities included:

- Managed and maintained data and regulatory documentation for accuracy, consistency and adherence to clinical protocol
- Strategically recruited subjects utilizing both internal and external (public) advertising media; including screening subjects for specific characteristics according to study inclusion/exclusion criteria
- Conducted individual subject interviews including extensive psychological questionnaires, obtaining subject lab specimens (both blood and urine samples) and performed ECG's
- Submitted initial application and continuing reviews to IRB
- Trained newly hired research coordinators
- Organized and maintained clinical lab supplies as well as performed routine lab tests using basic clinical laboratory equipment
- Organized and maintained all subject investigation product accountability as well as distribution of investigational product to study subjects

University of Cincinnati, College of Psychology

Position held during completion of undergraduate degree

Clinical Research Assistant

April 1995- October 1995

Hand selected to work a neuropsychological study to determine the effects of hormone replacement therapies in post-menopausal women. Responsibilities included:

- Administering battery of neuropsychological test to female subjects
- Gathering, coding, scoring, entering and verifying data

EDUCATION

- **2009-2011- Professional Photography Certification**

Center for Digital Imaging Arts, Boston University

- **2001-2003- M.S., Clinical Investigations**

Institute for Health Professions (Affiliate of Massachusetts General Hospital and Harvard Medical School) Courses included:

Introduction to Clinical Investigation, Ethics and Social Responsibility in Clinical Research, Designing Clinical Research, Law & Health Policy Governing Clinical Research, Introduction to Statistics for Clinical Research, Mentored Field Experience in Intellectual Property at Genetics Institute, Mentored Field Experience in Clinical Research Department at Wyeth, Intermediate Statistics for Clinical Research, Applied Clinical Research, Epidemiology, Clinical Investigation Project.

- **1995- B.S , Psychology, Biology concentration**

University of Cincinnati, Cincinnati OH

Chosen as teaching assistant for Abnormal Psychology (proctored and graded exams and term papers as well as tutored students) and a research assistant in the Chemical Senses Laboratory (organized interviews and lab experiments conducted with the student population)

AWARDS

- Psi Chi National Honor Society in Psychology, member and National Service Award Winner, Ohio Chapter, 1994-95

MEMBERSHIPS/PROFESSIONAL TRAINING

- PERI: Effective Planning and Management of Clinical Trials, 2006
- Barnett International: Beginner Monitor Training, 2007

PUBLICATIONS

- Baggish AL, Cameron R, Anwaruddin S, Chen AA, Krauser DG, Tung R, and Januzzi JL "A Clinical and Biochemical Critical Pathway for the Evaluation of Patients with Suspected Acute Congestive Heart Failure: The ProBNP Investigation of Dyspnea in the Emergency Department (PRIDE) Algorithm", *Critical Pathways in Cardiology* 2004.
- Januzzi JL, Camargo CA, Anwaruddin S, Baggish AL, Chen A, Krauser DG, Tung R, Cameron R, Nagurney JT, Chae CU, Lloyd-Jones DM, Brown DF, Melanson SF, Sluss PM, Lee-Lewandrowski E, and Lewandrowski KB "The N-terminal ProBNP for Emergency Evaluation of Shortness of Breath: The ProBNP Investigation of Dyspnea in the Emergency Department (PRIDE) Study" *Am J Cardiol*, Vol. 95, April 15, 2005.
- Daniel G Krauser, MD, Donald M. Lloyd-Jones, MD ScM, Claudia U. Chae, MD, MPH, Renee Cameron, MS, Saif Anwaruddin, MD, Aaron L. Baggish, MD, Annabel Chen, MD Roderick Tung, MD, and James L. Januzzi, Jr, MD. "Effect of body mass index on natriuretic peptide levels in patients with acute congestive heart failure: A ProBNP Investigation of Dyspnea in the Emergency Department (PRIDE) Study"
- Stacy E. F. Melanson, MD, PhD; Michael Laposata, MD, PhD; Carlos A. Camargo, Jr, MD, DrPH; Annabel A. Chen, MD; Roderick Tung, MD; Dan Krauser, MD; Saif Anwaruddin, MD; Aaron Baggish, MD; Renee Cameron, MD; Patrick Sluss, PhD; Kent B. Lewandrowski, MD; Elizabeth Lee-Lewandrowski, PhD; James L. Januzzi, MD "Combination of D-Dimer and Amino-Terminal Pro-B Type Natriuretic Peptide Testing for the Evaluation of Dyspneic Patients With and Without Acute Pulmonary Embolism- Emergency Department (PRIDE) sub-study" *American Heart Journal*, April 2005.

- Uwe Siebert, MD, MSc, MPH, ScDa,*; James L. Januzzi, Jr., MD^b, Molly T. Beinfeld, MPH^a, Renee Cameron, MS^b, and G. Scott Gazelle, MD, MPH, PhD "Cost-Effectiveness of Using N-Terminal Pro-Brain Natriuretic Peptide to Guide the Diagnostic Assessment and Management of Dyspneic Patients in the Emergency Department"
- Aaron L. Baggish, MD Uwe Siebert, MD, MSc, MPH,^bJohn G. Lainchbury, MD, Renee Cameron, MS, Saif Anwaruddin, MD, Annabel Chen, MD, Daniel G. Krauser, MD, Roderick Tung, MD, David F. Brown, MD, A. Mark Richards, MD, PhD, and James L. Januzzi Jr, MD, Boston, MA; and Christchurch, New Zealand "A validated clinical and biochemical score for the diagnosis of acute heart failure: The ProBNP Investigation of Dyspnea in the Emergency Department (PRIDE) Acute Heart Failure Score" *Congestive Heart Failure*, January 2006

OFFICE OF THE BOARD OF SELECTMEN

STEVEN M. BYRNE, CHAIR
JOSEPH A. CURRO, JR., VICE CHAIR
KEVIN F. GREELEY
DIANE M. MAHON
DANIEL J. DUNN



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

December 1, 2014

Renee Cameron
11 Amherst Street
Arlington, MA 02474

Re: Appointment: Arlington Cultural Council

Dear Ms. Cameron:

As a matter of the standard appointment procedure, the Board of Selectmen requests that you attend a meeting of the Board of Selectmen at Town Hall, Selectmen's Chambers, 2nd Floor, 730 Massachusetts Avenue, on Monday, December 8th at 7:15 p.m.

It is a requirement of the Board of Selectmen that you be present at this meeting. Your presence will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

Please contact this office to confirm the date and time with either Mary Ann or Fran at the above number.

Thank you.

Very truly yours,
BOARD OF SELECTMEN

Marie A. Krepelka
Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Equal Opportunity Advisory Committee

Summary:

Sara Elizabeth Hirshon (term to expire 1/31/2016)

ATTACHMENTS:

Type	Description
<input type="checkbox"/> Backup Material	Town Manager recommendation, Hirshon resume, meeting notice



Town of Arlington
Office of the Town Manager

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us

MEMORANDUM

DATE: November 19, 2014

TO: Board Members

SUBJECT: Appointment to Equal Opportunity Advisory Committee

This memo is to request the Board's approval of my appointment of Sara Elizabeth Hirshon, 133 Thorndike Street to the Equal Opportunity Advisory Committee with a term expiration date of 1/31/2016.

A handwritten signature in cursive script that reads "Adam Chapdelaine".
Town Manager

SARA ELIZABETH HIRSHON

133 Thorndike Street, Arlington, MA 02474 • (617) 909-6330 • sarahirshon@gmail.com

OVERVIEW: Attorney who has handled complex matters on behalf of Fortune 500 companies, closely held private companies, not-for-profit corporations, government agencies, families, and individuals. Co-chair of recently developed Fashion and Design Practice Group.

LITIGATION EXPERIENCE

- Examined and cross-examined witnesses at bench, jury trials and mediations;
- Drafted various pleadings including dispositive motions, motions for *forum non conveniens*, jury instructions, settlement conference statements, post-trial motions, and appellate court briefs;
- Taken and defended depositions;
- Argued motions;
- Prepared fact and expert witnesses for trial and deposition testimony;
- Negotiated and drafted discovery schedules, pre-trial orders, confidentiality orders, and settlement agreements;
- Examined witnesses at bankruptcy creditors' meeting.

EMPLOYMENT

Verrill Dana, LLP, Boston, MA

Counsel, January 2014-Present

Associate, January 2010-December 2013

Denner Pellegrino, LLP, Boston, MA

Civil Litigation Associate, March 2009-December 2009

Seegel, Lipshutz & Wilchins, LLP, Wellesley, MA

Litigation Associate, November 2007-February 2009

Hanify & King, P.C., Boston, MA

Business Litigation Associate, November 2005-October 2007

WolfBlock LLP, Philadelphia, PA

Commercial Litigation Associate, September 2002-October 2005

Summer Associate, Summer 2001

EDUCATION

BOSTON UNIVERSITY SCHOOL OF LAW, Boston, MA

Juris Doctor, May 2002

Activities: Student Advisor for First Year Law Students
ABA Law School Representative
Legislative Clinic
Moot Court Participant

UNIVERSITY OF MICHIGAN, Ann Arbor, MI

Bachelor of Art - Political Science, May 1999

Michigan Class Honors, 1996-1999

Activities: Ypsilanti High School Mentor

Boysville Juvenile Detention Center Tutor

Alpha Epsilon Phi Sorority, Assistant Treasurer

Internships: Drummond, Woodsum & MacMahon, Portland, ME, *Attorney's Assistant*

Congressman Thomas H. Allen, Washington, DC & Portland, ME, *Intern*

Albert Schweitzer Hospital, Deschanelles, Haiti, *Volunteer*

Office of Majority Leader Senator George J. Mitchell, Washington, D.C.,

United States Senate Page

LORENZO DE MEDICI UNIVERSITY, Florence, Italy

Spring 1998

REPRESENTATIVE MATTERS

- Lead associate representing a boutique lodging establishment in a trademark dispute. Responsibilities including taking and defending deposition, drafting discovery, drafting motions, participating in jury charge conference, examining witnesses at trial, second chairing jury trial in federal court.
- Lead associate representing a jewelry company in a copyright and trade dress case. Responsibilities including drafting discovery, drafting motions, participating in court conferences.
- Lead associate representing a technology company in a legal malpractice matter. Responsibilities included drafting pleadings, deposing witnesses, and overseeing trial team.
- Lead associate representing a student travel company. Responsibilities included drafting all pleadings, interviewing witnesses, implementing discovery plans, deposing witnesses, and negotiating settlements.
- Lead associate representing several family members in a bench trial: *Diamond v. Scangas et al.* Responsibilities included drafting motion for summary judgment, examining witnesses, second-chairing trial in Massachusetts state court, and drafting pre-trial and post-trial memoranda.
- Lead counsel representing bankruptcy trustee in an adversary proceeding. Responsibilities included interviewing witnesses and negotiating settlement and drafting settlement documents.
- Lead associate representing a real estate development company in a trademark infringement case. Responsibilities included communicating with client, drafting all pleadings, and negotiating and drafting settlement documents.
- Lead associate representing New Jersey Transit Rail Operations, Inc. in two jury trials: *Klein v. New Jersey Transit Rail Operations, Inc.* and *Darrohn v. New Jersey Transit Rail Operations, Inc.* Responsibilities included drafting pre-trial motions, taking and defending depositions, examining witnesses, and second-chairing trial in Pennsylvania state court.
- Lead counsel representing New Jersey Transit Rail Operations, Inc. at arbitrations. Responsibilities included taking depositions and cross-examining witnesses.

- Lead counsel representing drug and alcohol treatment program at a municipal court trial and at various administrative hearings. Responsibilities included preparing, examining, and cross-examining witnesses at trial and hearings; negotiating settlements with City of Philadelphia.
- Lead associate representing a nursing home and its officers and directors in a lawsuit brought by the nursing home's bondholders. Responsibilities included preparing witnesses and executing an extensive discovery plan.

LEADERSHIP POSITIONS

- Verrill Dana, LLP, *Diversity Committee*
- American Bar Association
 - Tort Trial & Insurance Practice Section, *Business Litigation Committee, Vice Chair* (2013-Present)
 - Tort Trial & Insurance Practice Section, *Intellectual Property Committee, Vice Chair* (2013-Present)
 - Young Lawyers Division, *Liaison to Commission on Women in the Profession* (2010-2011)
 - Young Lawyers Division, *Membership Committee Member* (2009-2010)
 - Tort Trial & Insurance Practice Section, *Standing Committee on Membership Member* (2009-2011)
 - Tort Trial & Insurance Practice Section, *Task Force on Outreach to Law Students Member* (2009-2011)
- Resources for Human Development, *Human Rights Committee Member*
- Muskie Fund For Legal Services, *Dinner Planning Committee Member*
- The Guidance Center, Inc., *Board of Visitors*
- Young Associates of The Guidance Center, *Founding Member*
- WolfBlock LLP, *Hiring Committee*

BAR ADMISSIONS

- Massachusetts
- Maine
- Pennsylvania (administratively inactive)

OFFICE OF THE BOARD OF SELECTMEN

STEVEN M. BYRNE, CHAIR
JOSEPH A. CURRO, JR., VICE CHAIR
KEVIN F. GREELBY
DIANE M. MAHON
DANIEL J. DUNN



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

November 25, 2014

Sara Elizabeth Hirshon
133 Thorndike Street
Arlington, MA 02474

Re: Appointment: Equal Opportunity Advisory Committee

Dear Ms. Hirshon:

As a matter of the standard appointment procedure, the Board of Selectmen requests that you attend a meeting of the Board of Selectmen at Town Hall, Selectmen's Chambers, 2nd Floor, 730 Massachusetts Avenue, on Monday, December 8th at 7:15 p.m.

It is a requirement of the Board of Selectmen that you be present at this meeting. Your presence will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

Please contact this office to confirm the date and time with either Mary Ann or Fran at the above number.

Thank you.

Very truly yours,
BOARD OF SELECTMEN

A handwritten signature in cursive script, reading "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Request: Tango Restaurant Late Night Event, 12/31/14

Summary:

Alissa Mermet, Tango Restaurant, 464 Massachusetts Avenue

ATTACHMENTS:

Type	Description
Backup Material	Tango Request and Agreement

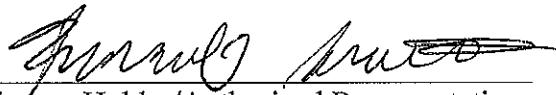
AGREEMENT FOR TEMPORARY INCREASE IN HOURS

Licensee: Tango Restaurant
Licensed Premises: 464-468 Massachusetts Avenue
License No.: 0030-000026
License Type: All Alcohol Restaurant
Expiration Date: 1/1/15

The license-holder referenced above has requested a one-day increase in its regular hours of operation to allow it to stay open until 1:00 am on December 31, 2014, which represents an extension of its regular closing time of 12/Midnight.

In the event that the Board of Selectmen, as the local licensing authority, grants this request and in consideration thereof, the license-holder hereby (1) agrees to an immediate decrease in hours back to its regular closing time as of the first day the license-holder is open for business following the one-day increase described above; and (2) waives any right to notice or a public hearing under G.L. c. 138, § 12, ¶ 6, prior to returning to its regular hours.

This waiver shall apply only to the change in hours described herein and not to any decrease in hours that may arise in the future.



License Holder/Authorized Representative

11/25/14

date



RESTAURANT

464 Massachusetts Ave
Arlington, MA, 02474
Phone: 781-443-9000

To whom it may concern,

We (Tango Restaurant), are requesting an extension of our hours on December 31st 2014. We are requesting to stay open until 1AM on January 1st 2015 in order for our customers to enjoy the New Year with us.

Thank you,

A handwritten signature in black ink, appearing to read "Alissa Mermet".

Alissa Mermet



Town of Arlington, Massachusetts

Request: Common Victualler License

Summary:

Jimmy's Pizzeria, 1508 Massachusetts Ave., Weder Marra

ATTACHMENTS:

Type	Description
Backup Material	application packet

LICENSE APPLICATION REPORT

Type of License: Common Victualler License

Name of Applicant: Weder Marra d/b/a Jimmy's Pizzeria

Address: 1508 Massachusetts Ave

The following Departments have **no objections** to the issuance of said license:

- Police x
- Fire
- Health
- Building
- Planning

The following Departments have **no objections** but have made comments or conditions regarding the issuance of said license: (see attached)

- Police
- Fire x
- Health x
- Building x
- Planning x

The following Departments have **objections** to the issuance of said license:
(see attached)

- Police
- Fire
- Health
- Building
- Planning

BOARD OF SELECTMEN
Town of Arlington – Inspection Report

Report is due at the Office of the Board of Selectmen by, 12.3.14
ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.

Location: 1508 Mass. Ave.
Applicant's name: Weder Marra
D/B/A: Jimmy's Pizzeria
Telephone: 508 294-0702

Department: Sent interoffice Mail & E-mail

Date: 11.14.14

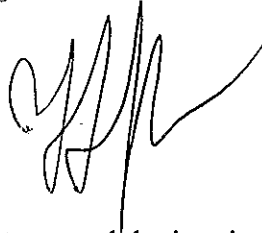
Report Filed By: Fire Inspection Services

Departments:

Re: COMMON VICTUALLER LICENSE

Fire
Police
Board of Health
Building
Planning

Comments by each Division or Department:

A handwritten signature in black ink, appearing to be 'JH', is written over the 'Comments by each Division or Department:' line.

Install or maintain fire protection systems and devices in accordance with fire code for occupancy type.

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

Applicant's Name:

Date:

**BOARD OF SELECTMEN
TOWN OF ARLINGTON - INSPECTION REPORT**

Report is due at the Office of the Board of Selectmen by 12.3.14
ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.

Location: 1508 Mass. Ave.
Applicant's Name: Weder F. Marra Marra's Inc.
D/B/A: Jimmy's Pizzeria
Telephone: 508 294-0702
Department: Sent Interoffice Mail & E-mail

Date: 11.44^{26th}.14

MEETING DATE: 12.8.14

Departments: *Ted Fields 11.26.2014*

Re: COMMON VICTUALLER LICENSE

Police
Fire
Board of Health
Building
Planning

Comments by each Division or Department:

The business proposed for this site is a 1009 square foot restaurant selling Pizza and Italian sandwiches food for consumption on and off the premises. There is proposed seating for 10 patrons with no assigned on-street parking and no off-street parking spaces. It is a small enterprise serving the residential neighborhoods surrounding the Massachusetts Avenue corridor (zone B1) in Arlington Heights. Given its corner location on Mass. Ave., it is an appropriate type of business for this setting.

The Dept. of Planning and Community Development has no objection to the issuance of a Common Victualler license as requested.

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

Applicant's Name: _____

Date: _____

BOARD OF SELECTMEN
Town of Arlington – Inspection Report

Report is due at the Office of the Board of Selectmen by, 12.3.14
ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.

Location: 1508 Mass. Ave.
Applicant's name: Weder Marra
D/B/A: Jimmy's Pizzeria
Telephone: 508 294-0702

Department: Sent interoffice Mail & E-mail

Date: 11.14.14

Report Filed By: Michael F. Byrne, Director of Inspectional Services

Departments:

Re: COMMON VICTUALLER LICENSE

Fire
Police
Board of Health
Building
Planning

Comments by each Division or Department:

Building

All building changes need building permits.
All sign changes need approval and sign permit.
Window signs cannot exceed 25% of window or fines will be levied.
Certificate of Occupancy is needed - \$36.00 fee.
The Director of Inspectional Services has no objection to the issuance/renewal of this license.

Plumbing

The Inspector of Plumbing and Gasfitting has no objection to the issuance/renewal of this license.
All Plumbing and Gasfitting work requires that permits be obtained from this office for their respective trades by licensed contractors.

Electrical

The Inspector of Wires has no objection to the issuance/renewal of this license.
The applicant acknowledges that this is a conditional approval of the premises only and is not to be construed as approval by the Inspector of Wires of concealed electrical wiring. Any new wiring must conform to the Mass. Electrical Code. Notify the Inspector of Wires in accordance with Chapter 143, Section 3L.

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

Applicant's Name:
Date:

**BOARD OF SELECTMEN
TOWN OF ARLINGTON - INSPECTION REPORT**

Report is due at the Office of the Board of Selectmen by 12.3.14
ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.

Location: 1508 Mass. Ave.
Applicant's Name: Weder F. Marra Marra's Inc.
D/B/A: Jimmy's Pizzeria
Telephone: 508 294-0702
Department: Sent Interoffice Mail & E-mail Date: 11.14.14

MEETING DATE: 12.8.14

Departments:

Re: COMMON VICTUALLER LICENSE
Police
Fire
Board of Health
Building
Planning

Comments by each Division or Department:

The Office of the Board of Health has reviewed the plans for this establishment. A conditional approval letter was issued on December 2, 2014. Once the establishment has complied with the conditions as outlined in the conditional approval letter, one or more pre-operational inspections will be conducted prior to operation. Upon a successful pre-operational inspection, and upon submission of the annual permit application and associated fee, this Office will issue a Permit to Operate a Food Establishment.

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

Applicant's Name: _____

Date: _____

ARLINGTON POLICE DEPARTMENT

Frederick Ryan
Chief of Police



POLICE HEADQUARTERS
112 Mystic Street
Telephone 781-316-3900

Town of Arlington
MASSACHUSETTS 02474

November 14, 2014

On Friday, November 14, 2014 at 12:45 PM, I called and spoke with Weder Marra regarding this application for a Common Victualler License for the Jimmy's Pizzeria, located at 1508 Mass. Ave. Mr. Marra stated that he did own a Italian Kitchen for 16 years and a lot of experience in the food industry. Mr. Marra stated that he will not be serving alcohol. Mr. Marra stated that there is approx. 5 tables in the restaurant and will have a delivery service. Mr. Marra stated that he lives in Natick and will be the primary owner of the restaurant and will be running the day to day operations with the help of his family. Mr. Marra stated that he hopes to open in December.

I advised Mr. Marra that the Board of Selectmen may be conducting C.O.R.I and S.O.R.I checks during the application process.

Pending the checks conducted by the Board of Selectmen's Office, Arlington Police Dept. is not aware of any law enforcement or public safety reasons to object to the Common Victualler License for Jimmy's Pizzeria.

Respectfully Submitted,

Edward DeFrancisco

Detective Edward DeFrancisco

"Proactive and Proud"

RECEIVED

OCT 10 2014

INSPECTIONAL
SERVICES

OFFICE OF THE BOARD OF SELECTMEN

730 Massachusetts Avenue

Town of Arlington

Massachusetts 02476-4908

(781) 316-3020

(781) 316-3029 fax

\$60.00 Filing Fee

APPLICATION

☒ **COMMON VICTUALLER LICENSE**

☐ **FOOD VENDOR LICENSE (Take Out Only)**

You must complete an application packet from the Board of Health Department located at 27 Maple St.

You must have the completed application reviewed by the Inspections Department located at 51 Grove St. before filing this application with this office

Location 1508 Massachusetts ave. Arlington, MA

Name of Applicant Weder Ferreira Marra

Corporate Name (if applicable) Marra's Inc.

D/B/A Jimmy's Pizzeria

Date 10/10/14

I/We hereby agree to conform in all respects to the conditions governing such License as printed in the By-Laws of the Town, and such other rules and regulations as the Selectmen may establish. With the signing of this application, the applicant acknowledges that:

(A) it is understood that the Board is not required to grant the license.

(B) no work is to commence at the premises of the proposed location which is the subject matter of this application until the license is approved by the Board of Selectmen, and, furthermore, any work done is done at the applicant's risk, and

(C) in the event of a proposed sale of a business requiring a Common Victualler License, an application for a transfer of said license will be deemed to be an application for a new license (subject to the rules and regulations herein contained), and the owner of such business shall be required to file with the Board of Selectmen a thirty day notice of his intention to sell same before such application will be acted upon by the Selectmen.

(D) that the license is subject to revocation if the holder of the license does not comply with Town By-Laws or the Rules and Regulations of the Board.

Signature Name W. Ferreira Marra

Signature Name _____

Phone: 508 294 0700 Email: Wedermarra@hotmail.com

Note: (A) If a corporation, state full names and addresses of principal officers.

(B) If a co-partnership, information must be provided on each partner; if a corporation, information must be provided on corporate officer making application.

Name <u>Weder Marra</u>	Name <u>Rosângela Marra</u>
Address <u>145 Howe St</u>	Address <u>145 Howe St</u>
City <u>Natick</u> Zip <u>01760</u>	City <u>Natick</u> Zip <u>01760</u>
DESCRIPTION OF APPLICANT	DESCRIPTION OF APPLICANT
Born in the U.S., Yes <u>No</u> ✓	Born in the U.S., Yes <u>No</u> X
Born Where <u>Brazil</u>	Born Where <u>Brazil</u>
Date of Naturalization <u>[REDACTED]</u>	Date of Naturalization <u>[REDACTED]</u>
Male or Female <u>Male</u>	Male or Female <u>Female</u>
Date of birth <u>[REDACTED]</u>	Date of birth <u>[REDACTED]</u>
Height <u>5</u> ft. <u>9</u> in.	Height <u>5</u> ft. <u></u> in.
Weight <u>220.</u>	Weight <u>157</u>
Complexion <u></u>	Complexion <u></u>
Hair <u>Brown</u> Eyes <u>Brown</u>	Hair <u>Brown</u> Eyes <u>Brown</u>
Mother's Name <u>Tzabel Marra</u>	Mother's Name <u>Petrina Alverenga</u>
Father's Name <u>Jesus Marra</u>	Father's Name <u>João Alverenga</u>
Wife's Maiden Name <u>[REDACTED]</u>	Wife's Maiden Name <u></u>
Photo <u>[REDACTED]</u>	<u>Alverenga</u>



The Establishment shall operate as:

☐ Sole Ownership ☐ Partnership ☐ Total Number of Partners ☒ Corporation Based in Natick
(Once approved, please go to Clerk's Office for Business Certificate)

Corporate Information Required:

President Weder Marra

Secretary

Treasurer Weder Marra 145 Howe St Natick 01760

Name Address Zip

INFORMATION RELATIVE TO APPLICATION

Breakfast _____
Yes ___ No X _____
Lunch _____
Yes X No ___ _____
Dinner _____
Yes X No ___ _____
Do you own the property? Yes ___ No X Tenant At Will _____ Lease 5 years

Hours of Operation:

Day Monday - Saturday Hours 10 AM - 10 PM
Day Sunday Hours 11 AM - 9 PM
Day _____ Hours _____

Floor Space 1009 Sq. Ft. Seating Capacity (if any) 10
Parking Capacity (if any) _____ spaces Number of Employees 3

List Cooking Facilities (and implements)

1 Grill, 2 Ovens, 3 Freezers, 1 Meatball warmer
1 Dough machine, 1 Slice machine, 1 water heater
2 Fryers, 1 charcoal grill

Will a food scale be in use for sale of items to the public? Yes ___ No X

Will catering services be provided by you? Yes X No ___

A copy of the following items must be submitted with the application:

- ✓ 1. Layout Plan of Facility & Fixtures
- ✓ 2. Site Plan (obtained at Bldg. Dept., 51 Grove St.)
- ✓ 3. Outside Facade and Sign Plan (dimensions, color)
- ✓ 4. Menu
- ✓ 5. Maintenance Program

If the facilities are not yet completed, provide estimated cost of work to be done \$ _____

FOR OFFICE USE ONLY

Scheduled Hearing when Application will be presented to Board of Selectmen for approval:

Date _____ Time _____

Board Action: Approved Yes ___ No

APPLICANT'S RESUME

Food Business Experience of Applicant

From 10/1998 to 08/2014
 Employee Weder Manna D/B/A Weder Manna
 Sole Owner Weder Manna Location 319 N. Main St Natick, MA
 Partnership Weder Manna Type Food Italian
 Corporation Weder Manna Number of Employees 3

From _____ to _____
 Employee _____ D/B/A _____
 Sole Owner _____ Location _____
 Partnership _____ Type Food _____
 Corporation _____ Number of Employees _____

List any other information that you feel will assist in the review of this application.

Owner of Natick's Italian Kitchen
for almost 16 years.

REFERENCES

Bank Bank of America Type Account Personal Business ☒
 Address 175 Commonwealth St Phone Weymouth MA (800) 437 1000
 Account Number [REDACTED] Contact _____
 Personal Reference Sandra Swito
 Address 137 Howe St Natick Phone (781) 603 6235
 Prior Employer _____
 Address _____ Phone _____
 Number of years employed _____ From _____ To _____
 Contact _____ Position Held _____
 Other _____

Name

Address

[illegible][illegible]

24.0
 1508-10
 1400
 3200
 40.0
 708
 3200
 40.0
 1500
 3-4
 83.0
 105.05
 AVENUE
 6-11
 38.88
 105.05

ROAD

50

600

51-52

53

54

55

15-16

2310

4620

3210

550

485

400

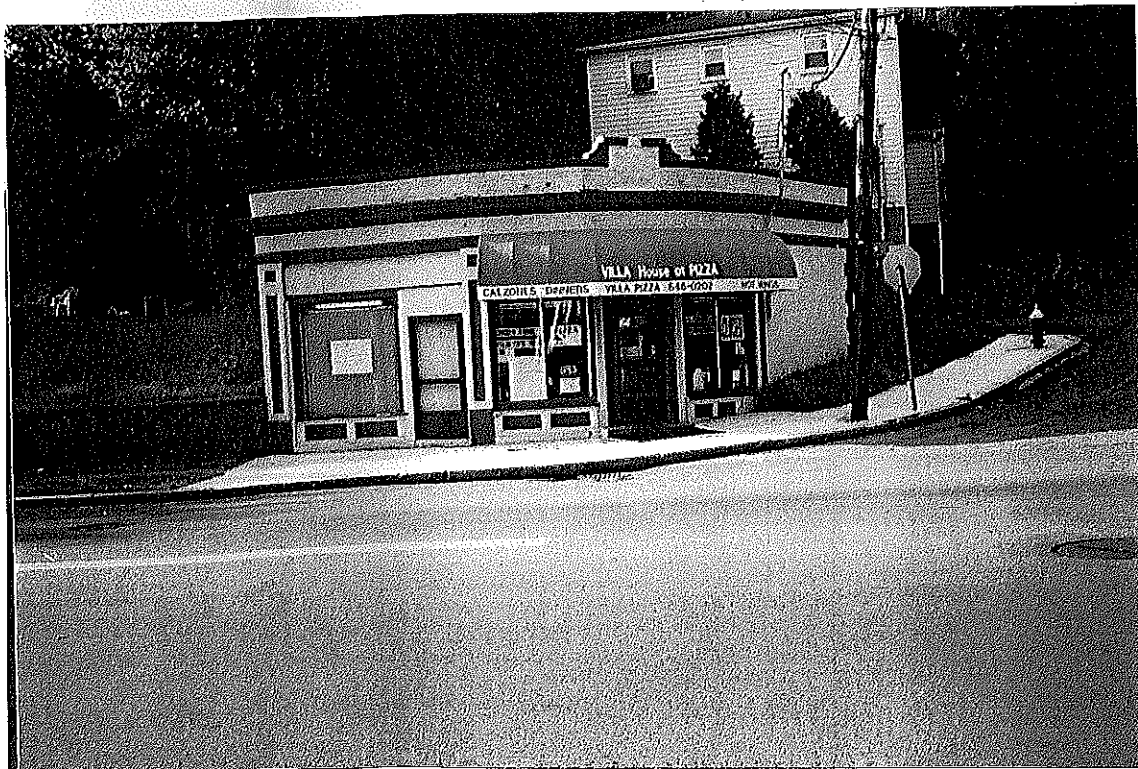
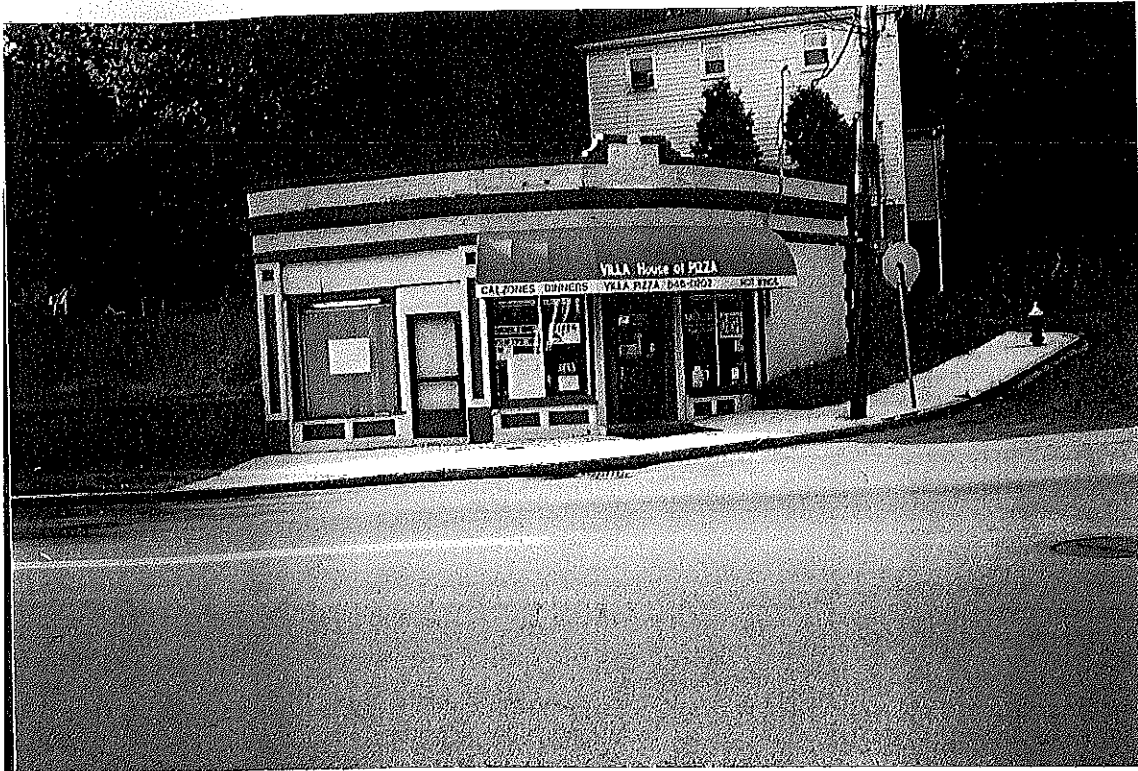
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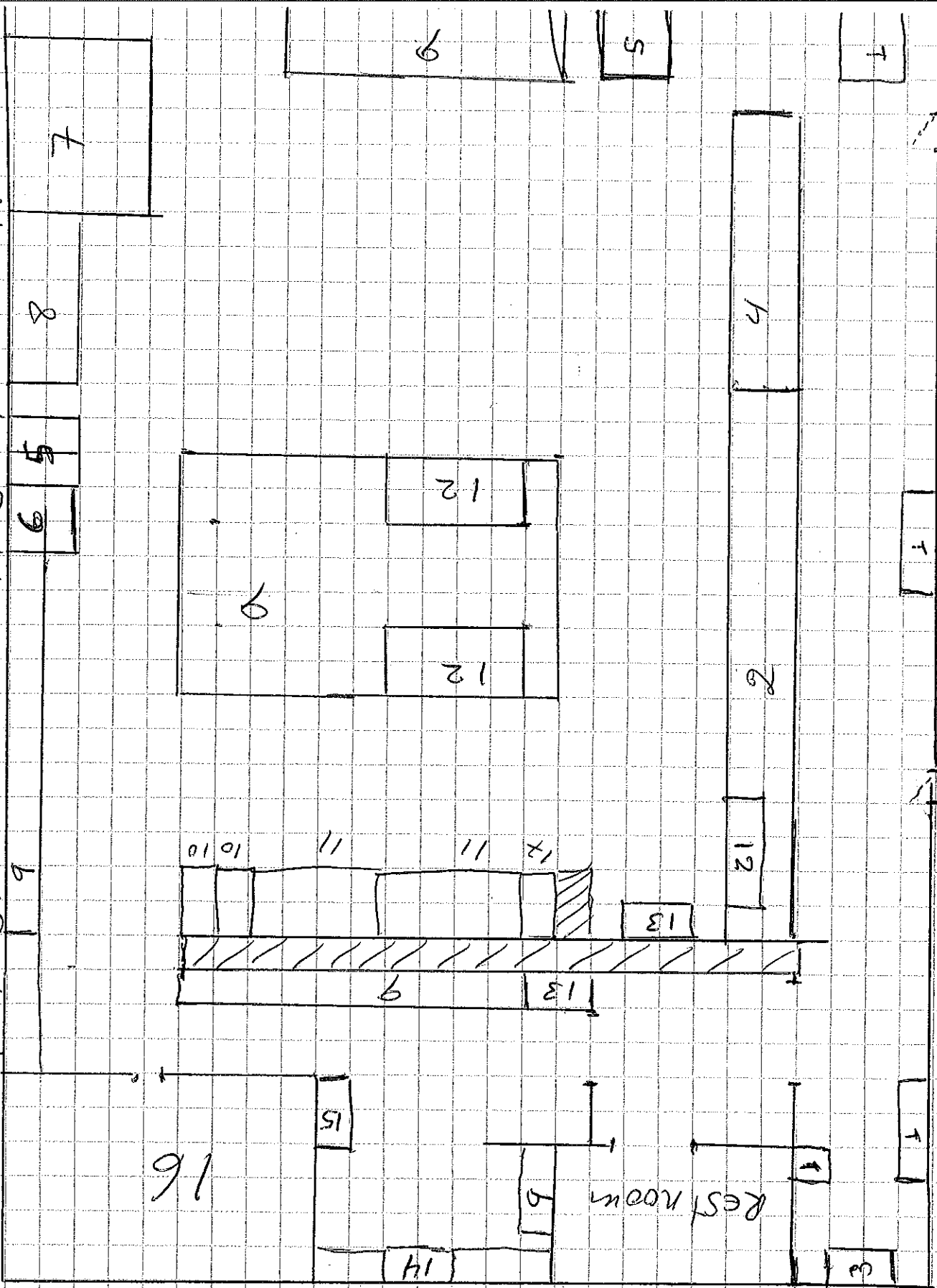
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STREET

STREET



- 1. TABLES
- 2. COUNTER
- 3. POPSI COOLER
- 4. COUNTER DISPLAY
- 5. 2 SINGLE DOOR FREEZER
- 6. SINGLE DOOR REFRIGERATOR
- 7. PIZZA OVEN
- 8. HORIZONTAL GRILL
- 9. TABLES
- 10. FRYOLATOR
- 11. GRILL
- 12. SANDWICH UNIT
- 13. SINK
- 14. 3 DAY SINK
- 15. DOUGH MACHINE
- 16. WALKING COOLER
- 17. FOOD WARMER



Maintenance Plan

- Train employees on proper use of equipment and handling of food
- Maintain the shop clean and sanitized at all times
- Periodically check that equipments are functioning properly
- Clean hood of exhaust system every six months
- Clean grease trap every month
- Constantly check temperatures of all refrigerators
- Check temperature of food being delivered to me
- Check the if the packaging of ingredients are sealed when delivered to me
- Constantly review expiration dates on ingredients

COLD SUBMARINES

*Cold Submarines are also available as a Wrap * Add Baco*

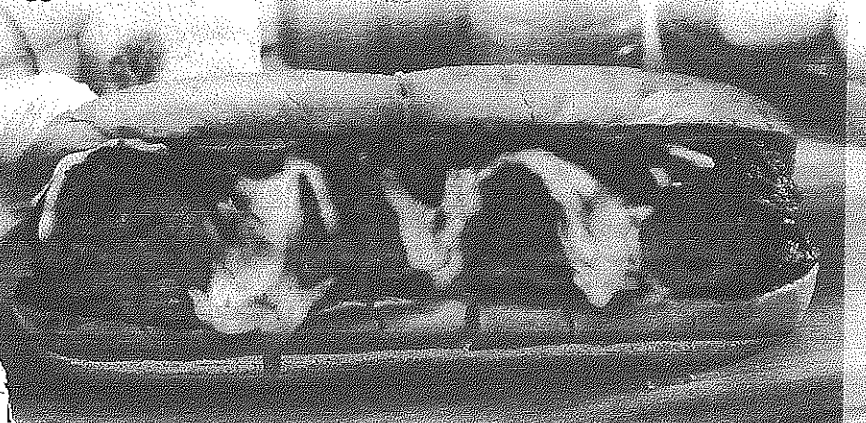
American		Ham & Cheese	
<i>Ham, Swiss cheese, lettuce, tomato, onion</i>		Smoked Turkey	7.25
Super Italian		Roast Beef	7.25
<i>Salami, pepperoni, mortadella, lettuce, tomato, onion</i>		White Tuna Sub	7.25
North Ender			
<i>Pepperoni, n...</i>			
<i>sweet capicola, prosciutto &...</i>			



HOT SUBMARINES

All Hot Submarines are Large 12" Subs

Steak & Cheese	7.25	Steak Tips & Pepper	7.65
Steak Bomb	7.65	Char-Cheeseburger Sub	7.25
<i>Onions, peppers & mushrooms</i>		Sausage Parmigiana	7.25
Steak Mafioso	7.65	Chicken Cutlet Parmigiana	7.25
<i>Pepperoni & tomato sauce</i>		Veal Cutlet Parmigiana	7.65
Sausage, Pepper & Onion	7.25	Eggplant Parmigiana	7.65
Meatball Parmigiana	7.25	Stir-Fried Chicken	7.65
Grilled Chicken Sub	7.65	<i>Onions, peppers & mushrooms</i>	
B.L.T.	7.25	Boneless BBQ Rib Sub	7.65
Veggie Deluxe	7.25		



DESSERTS

Sp	<i>All Desserts are 3.25</i>
Lit	
Mal	Cheesecake - Chocolate Cake

KID'S MENU

Ziti & Meatballs	3.99
Cheese Ravioli & Meatballs	4.50

PIZZA & CALZONES

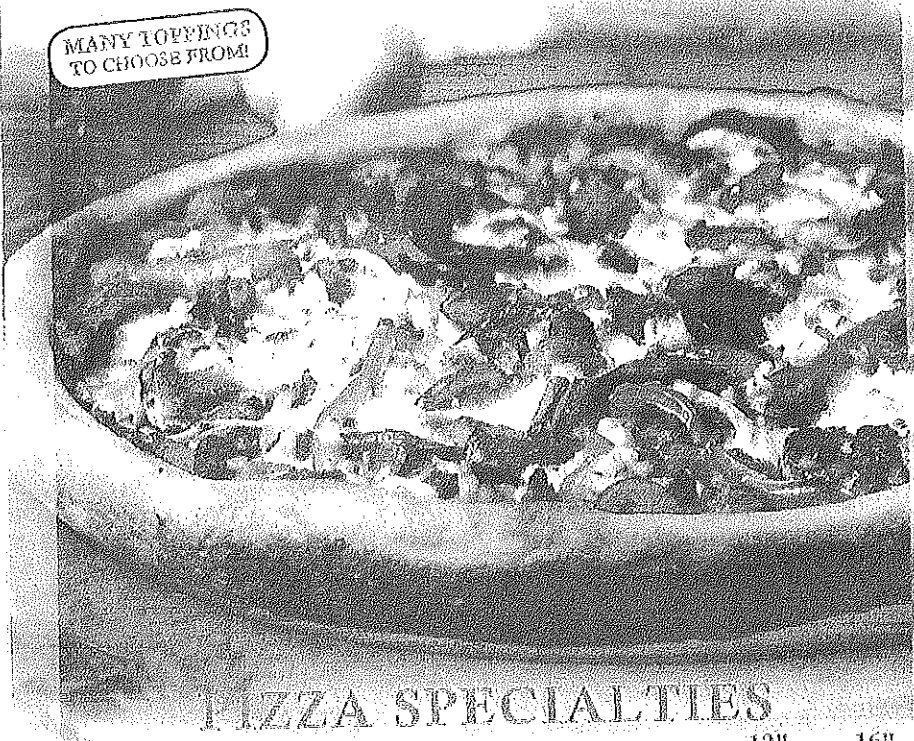
Traditional Thin Crust

	12"	16"		12"	16"
Cheese	7.00	10.75	3 Way Combination	10.75	14.25
1 Way Combination	8.75	12.25	The Deluxe	11.99	16.25
2 Way Combination	9.75	13.25	Extra Cheese	1.25	2.00

PIZZA & CALZONE TOPPINGS

*Pepperoni • Sausage • Hamburger • Meatball • Eggplant
Ham • Chicken • Onions • Peppers • Tomatoes • Prosciutto
Mushrooms • Roasted Pepper • Pesto Sauce • Ricotta Cheese
Broccoli • Artichoke • Spinach • Pineapple • Linguica • Bacon*

MANY TOPPINGS
TO CHOOSE FROM!



PIZZA SPECIALTIES

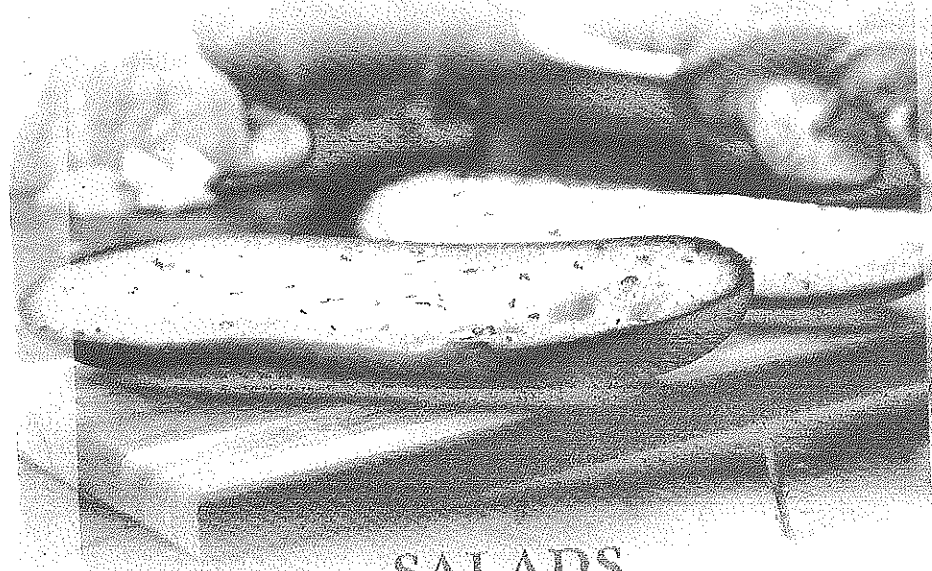
	12"	16"
The Bianco <i>No sauce, sliced tomatoes & garlic</i>	10.75	12.25
Buffalo Chicken Pizza <i>Buffalo chicken, tomato sauce & mozzarella cheese</i>	10.75	13.25
The Meat Lovers Pie <i>Salami, pepperoni, sausage, ham, meatballs & hamburger</i>	11.99	16.25
The Chicken Fajita <i>Chicken, roasted peppers & onions</i>	11.99	16.25
The Veggie <i>Mushrooms, onions, peppers, eggplant, broccoli, spinach & sliced tomatoes</i>	11.99	16.25
The Rustica <i>Prosciutto, peppers & sliced tomatoes</i>	11.99	16.25
The Florentine <i>No sauce. Fresh spinach, tomatoes & prosciutto</i>	11.99	16.25

Natalie's Special

Ch

SIDE ORDERS

French Fries	2.99	Ziti	2.99
Onion Ring	3.25	Wing-Ding	(7) 7.75
Garlic Bread	2.99	Homemade Chicken Fingers	(5) 7.75
Chicken Cutlet	4.25	Buffalo Wings	(5) 7.75
Meatballs	(2) 3.25	Mozzarella Cheese Sticks	(7) 5.50
Sausages	(2) 3.25	Bruschetta	5.25
Eggplant	4.25	Toasted Ravioli	(6) 7.25



SALADS

Side Salad	3.75	Antipasto	6.99
Garden Salad	6.25	Grilled Chicken	7.99
With Grilled Chicken	7.99	Natalie's Home Salad	
With Steak Tips	8.25		
With Tuna Salad	7.25	Extra Salad Dressing	.50
With Grilled Shrimp	8.25	Dressings	
Caesar	6.50		
With Grilled Chicken	7.99	Creamy Italian, Lite Italian, Ranch, Bleu Cheese, Greek, Oil & Vinegar, Thousand Island, Light Raspberry Vinaigrette or French	
Chef	7.25		
Greek	7.25		
With Grilled Chicken	8.25		



PASTA PLATES

Ziti or Linguini		Calamari Fra Diavolo	10.25
With Sauce	6.50	Cheese, Spinach or Lobster Ravioli, or Potato Gnocchi or Fusilli	
With Meatball, Sausage or Eggplant	8.50	With Sauce	7.99
With Chicken Cutlet	9.25	With Meatball, Sausage or Eggplant	9.99
With Veal Cutlet	10.25	With Chicken Cutlet	10.25
With Clam Sauce	10.25	With Veal Cutlet	11.25
Ziti Putanesca	10.25		

HOMEMADE
SAUCES!

SPECIALTY PASTA PLATES

Scampi-Style or Alfredo-Style		Chicken, Ziti & Broccoli	10.25
With Linguini or Ziti	8.99	Carbonara	10.25
With Chicken	10.25	Italian bacon, cream & romano cheese with linguini or ziti	
With Veal	11.75	Lemon Chicken	10.25
With Shrimp	11.75	Lemon juice, garlic white wine & capers with linguini or ziti	
Marsala-Style		Stir-Fry Shrimp	11.75
With Linguini or Ziti	8.99	Served over rice with a Side Salad	
With Chicken	10.25	Cajun Style Over linguine or ziti in cream sauce w/ chicken	10.25
With Veal	11.75	With Shrimp	11.75
Chicken Cacciatore			
With sautéed onions, roasted peppers, sherry wine, & marinara sauce	10.25		

CHARBROILED PLATES

Grilled Chicken Plate	9.25	Wing Ding Plate	9.25
Served with rice & a Side Salad		Served with fries & Onion Rings	
Steak Tip & Pepper Plate	10.25	Chicken Finger or Buffalo Plate	
Served with rice & a Side Salad		Served with fries & Onion Rings	
Char-Cheeseburger Plate	8.25	By law, all meats must be cooked thorough	
Served with fries & Onion Rings			

Me

Tak

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319

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Consumer
In compliance
we advise the
poultry or sea
Prices & m

Our family-owned & operated restaurant has proudly served the Natick area for 10 years. Since inception, we have been making freshly prepared traditional thin crust pizza, calzones, submarines, pasta, salads & specialty dishes. Our customers enjoy everything on our menu because we make everything with the freshest ingredients every day. We also offer many selections for customers looking for something lighter, like our veggie deluxe submarine or our wide selection of salads.

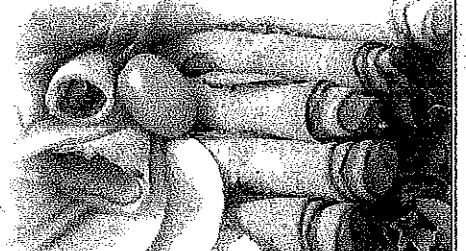
CATERING

- SIMPLE ITALIAN BUFFET -

	1/2 Pan 8 ppl	Full Pan 16 ppl		1/2 Pan 8 ppl	Full Pan 16 ppl
Cheese or Meat Lasagna	49.00	95.00	Sausages with Onions & Peppers	49.00	95.00
Stuffed Shells or Manicotti	49.00	95.00	Eggplant Parmigiana	49.00	95.00
Meatballs	49.00	95.00			

- THE EXTRAVAGANZA -

	1/2 Pan 8 ppl	Full Pan 16 ppl		Sm	Lg
Veal Cutlet Parmigiana	65.00	109.00	Raw Vegetable Tray	35.00	50.00
BBQ Chicken Wings	65.00	95.00	Basic Cheese Tray	45.00	85.00
Veal Cacciatore	69.00	109.00	Finger Sandwiches		
Chicken Cacciatore	65.00	95.00	Minimum 12 per type, 36 total		
Italian Party Salad	39.00	49.00	Full Pan, 16 ppl		3.99
Greek Party Salad	55.00	65.00	Standard Cold Cut Party Platter		
Party Antipasto	55.00	65.00	15 or more people, 6 oz. each		
	5 lbs	10 lbs	Per person		4.99
Veal Marsala	69.00	109.00			
Chicken Marsala	65.00	89.00			
Veal Marengo	69.00	109.00			
Chicken Marengo	65.00	89.00			
Lemon Veal	69.00	109.00			





Town of Arlington, Massachusetts

Request: Public Entertainment License

Summary:

Acitron Cocina Mexicana, 473 Massachusetts Avenue, Gotu Hule

ATTACHMENTS:

Type	Description
Backup Material	application packet

LICENSE APPLICATION REPORT

Type of License: Public Entertainment License

Name of Applicant: Gotu Hule d/b/a Acitron Cocina Mexicana

Address: 473 Massachusetts Ave.

The following Departments have **no objections** to the issuance of said license:

- Police x
- Fire
- Health
- Building
- Planning

The following Departments have **no objections** but have made comments or conditions regarding the issuance of said license: (see attached)

- Police
- Fire x
- Health x
- Building x
- Planning x

The following Departments have **objections** to the issuance of said license:
(see attached)

- Police
- Fire
- Health
- Building
- Planning

**BOARD OF SELECTMEN
TOWN OF ARLINGTON - INSPECTION REPORT**

Report is due at the Office of the Board of Selectmen by, 9/13/14
ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.

Location: 473 Mass. Ave.

Applicant's Name: Gotu Hule

D/B/A: Acitron Cocina Mexicana

Telephone: 781 777-2839

Department: Sent Interoffice Mail & E-mail

Date: 8/25/14

MEETING DATE: 9/8/14

Departments:

RE: PUBLIC ENTERTAINMENT LICENSE

Police

Fire

Board of Health

Building, Wiring, and Plumbing

Planning

Comments by each Division or Department:

MAINTAIN ALL EXISTING FIRE PROTECTION WITH MONITORING

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

Applicant's Name:

Date: / /

BOARD OF SELECTMEN

TOWN OF ARLINGTON - INSPECTION REPORT

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Location: 473 Mass. Ave.

Applicant's Name: Gotu Hule

D/B/A: Acitron Cocina Mexicana

Telephone: 781-777-2839

Department: Sent Interoffice Mail & E-mail

Date: 8/25²⁷/14

MEETING DATE: 9/8/14

Departments:

RE: PUBLIC ENTERTAINMENT APPLICATION

Police

Fire

Board of Health

Building, Wiring, and Plumbing

Planning: *Ted Fields 8.27.2014*

Comments by each Division or Department:

The business proposed for this site is a 56-seat restaurant selling Mexican food for consumption on and off the premises in Arlington Center. There are two on-street parking and up to 12 off-street parking spaces for the business in the Russell Common Municipal Parking lot next door. It is a medium-sized eatery serving the residential neighborhoods surrounding the Arlington Center business district (zone B3). It is an appropriate type of business for this setting. The Applicant proposes to create an entertainment area in the southeastern and southern sections of the existing dining room.

The Dept. of Planning and Community Development has no objection to the amendment of the Public Entertainment License as requested.

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

Applicant's Name: _____

Date: _____

**BOARD OF SELECTMEN
TOWN OF ARLINGTON - INSPECTION REPORT**

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ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.

Location: 473 Mass. Ave.

Applicant's Name: Gotu Hule

D/B/A: Acitron Cocina Mexicana

Telephone: 781 777-2839

Department: Sent Interoffice Mail & E-mail

Date: 8/25/14

MEETING DATE: 9/8/14 (on hold until 12.8.14)

Departments:

RE: PUBLIC ENTERTAINMENT LICENSE

Police

Fire

Board of Health

Building

Planning

Building

All building changes need building permits.

All sign changes need approval and sign permit.

Window signs cannot exceed 25% of window or fines will be levied.

Certificate of Occupancy is needed - \$36.00 fee.

The Director of Inspectional Services has no objection to the issuance/renewal of this license.

Plumbing

The Inspector of Plumbing and Gasfitting has no objection to the issuance/renewal of this license.

All Plumbing and Gasfitting work requires that permits be obtained from this office for their respective trades by licensed contractors.

Electrical

The Inspector of Wires has no objection to the issuance/renewal of this license.

The applicant acknowledges that this is a conditional approval of the premises only and is not to be construed as approval by the Inspector of Wires of concealed electrical wiring. Any new wiring must conform to the Mass.

Electrical Code. Notify the Inspector of Wires in accordance with Chapter 143, Section 3L.

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

Applicant's Name: _____

Date: _____

**BOARD OF SELECTMEN
TOWN OF ARLINGTON - INSPECTION REPORT**

Report is due at the Office of the Board of Selectmen by, 9/13/14
ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.

Location: 473 Mass. Ave.
Applicant's Name: Gotu Hule
D/B/A: Acitron Cocina Mexicana
Telephone: 781 777-2839
Department: Sent Interoffice Mail & E-mail Date: 8/25/14

MEETING DATE: 9/8/14

Departments:

RE:

Police
Fire
Board of Health
Building, Wiring, and Plumbing
Planning

Comments by each Division or Department:

The Office of the Board of Health has no reservations regarding the issuance of a Public Entertainment license for the above-referenced establishment

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

Applicant's Name: _____

Date: _____

From: "Ed DeFrancisco" <EDeFrancisco@town.arlington.ma.us>
To: "MaryAnn Sullivan" <MSullivan@town.arlington.ma.us>
Date: 09/04/2014 03:41 PM
Subject: Re: Inspection request-Public Entertainment Acitron

Hi MaryAnn,

In regards to Acitron, if this is the owner (Gotu Hule) then we do not need to do an inspection. There have been no problems there and I did run his name through our system and there are no records.

Thanks
 Ted

-----Original Message-----

From: "MaryAnn Sullivan" <MSullivan@town.arlington.ma.us>
 To: NWaden@town.arlington.ma.us, MByrne@town.arlington.ma.us, JBailey@town.arlington.ma.us, CKowalski@town.arlington.ma.us, msheehan@town.arlington.ma.us, edefrancisco@town.arlington.ma.us, DCarroll@town.arlington.ma.us, Cbongiorno@town.arlington.ma.us, RJefferson@town.arlington.ma.us, TFields@town.arlington.ma.us, jfeeney@town.arlington.ma.us, "AFDOperations" <AFDOperations@town.arlington.ma.us>
 Date: Tue, 26 Aug 2014 16:28:22 -0400
 Subject: Inspection request-Public Entertainment Acitron

Hello All-

Attached is an inspection request for Public entertainment at Acitron 473 Mass. Ave.
 I'm planning it for the September 8th Meeting-IF you can't do the inspection report in time please let me know.
 IF YOU DON'T NEED TO REPORT PLEASE LET ME KNOW
 Thanks, Mary Ann

Mary Ann Sullivan
 Town of Arlington
 Selectmen's Office
 (781) 316-3024
 (781) 316-3029 FAX

Attachments:

File: ATT00002.txt	Size: 1k	Content Type: text/plain
File: ATT00003.html (Shown Inline)	Size: 4k	Content Type: text/html

OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

RECEIVED
TOWN OF ARLINGTON
08/09/2014 2:35 PM

**The License applied for, if Granted, cannot be Sold, Transferred or
Surrendered without the authority of the Board of Selectmen.**

PUBLIC ENTERTAINMENT APPLICATION

Fee: \$50.00

08/09/2014
Date

To the Board of Selectmen:

The undersigned hereby make application for a
PUBLIC ENTERTAINMENT

Name: ACITRON COCINA MEXICANA

Company: DEEPNA, INC.,

Address: 473 MASSACHUSETTS AVE, ARLINGTON, MA 02474

SIGNATURE

RESIDENCE
(Street and Number)

GOTU HOPE
PRINT NAME

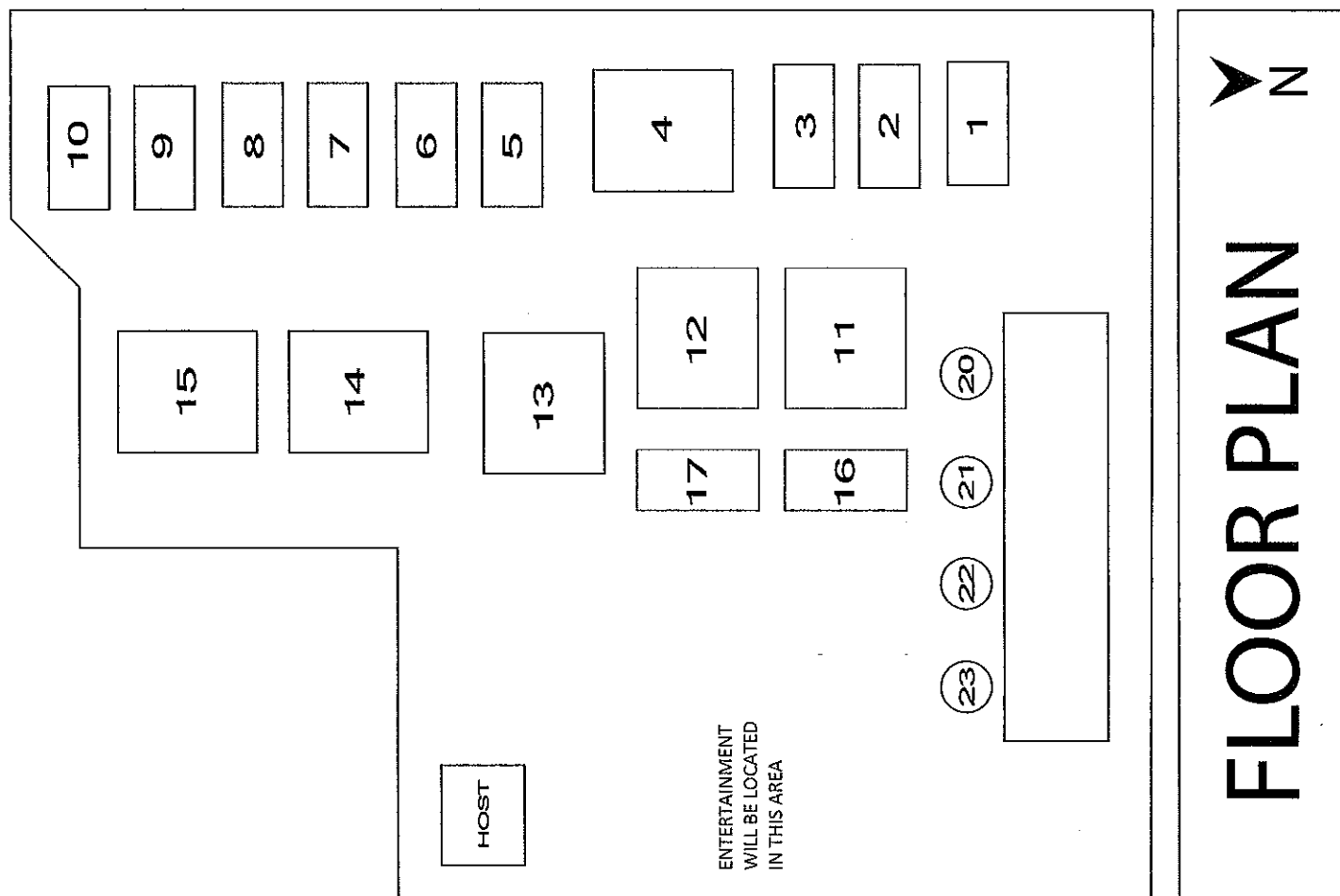
781 777 2839
SIGNATURE
TELEPHONE NUMBER

Country of
birth INDIA

PLEASE ATTACH A LAYOUT OF WHERE THE ENTERTAINMENT WILL BE LOCATED ON PREMISE

Acitrón

COCINA MEXICANA





Town of Arlington, Massachusetts

Vote: Special Municipal Employees/Conservation Commission

Summary:

Nathaniel Stevens, Chair, Conservation Commission

ATTACHMENTS:

Type	Description
Backup Material	Town Counsel Memo 1.18.13; State Ethics Law, Chapter 268A
Backup Material	Conservation Commission Request



**Town of Arlington
Legal Department**

Juliana deHaan Rice
Town Counsel

50 Pleasant Street
Arlington, MA 02476
Phone: 781.316.3150
Fax: 781.316.3159
E-mail: jrice@town.arlington.ma.us
Website: www.arlingtonma.gov

To: Board of Selectmen
From: Juliana Rice, Town Counsel
Date: January 18, 2013
Re: Special Municipal Employees Under State Ethics Law

Under the State Ethics Law, Chapter 268A, some municipal employees may be designated “special municipal employees” by the Board of Selectmen. The classification applies to positions, not people, so one member of a board or committee cannot be designated a special municipal employee unless all members are. See G.L. c. 268A, § 1(n) (attached). A position may be classified as a special municipal employee if the position: 1) is uncompensated; 2) “permits personal or private employment during normal working hours”; or 3) pays compensation for less than 800 hours per year. See G.L. c. 268A, § 1(n).

A special municipal employee remains subject to most of the provisions of Chapter 268A, with two exceptions: (1) the designation allows the employee to represent clients before Town boards (other than the one on which the employee serves) as long as

the employee's official town duties are in no way implicated in the employee's other work, see G.L. c. 268A, § 17; and (2) the designation relaxes the requirements for having financial interests in Town contracts, see G.L. c. 268A, § 20. Section 23, which prohibits actual and apparent conflicts of interest, remains in force for special municipal employees.

The special municipal employee designation is not unusual for volunteer service on boards and commissions. The designation allows people such as attorneys or architects who represent clients before municipal agencies to continue to work in their fields while giving volunteer service to the Town. It is generally viewed as a way to increase the pool of available volunteer or part-time talent while permitting candidates to maintain their livelihood.

For your information, I am attaching to this memo part of the State Ethics Commission's summary of the Conflict of Interest Law relating to special municipal employees. More information is available on the website of the State Ethics Commission.

CHAPTER 268A. CONDUCT OF PUBLIC OFFICIALS AND EMPLOYEES

Chapter 268A: Section 1. Definitions

Section 1. In this chapter the following words, unless a different meaning is required by the context or is specifically prescribed, shall have the following meanings:—

....

(g) “Municipal employee,” a person performing services for or holding an office, position, employment or membership in a municipal agency, whether by election, appointment, contract of hire or engagement, whether serving with or without compensation, on a full, regular, part-time, intermittent, or consultant basis, but excluding (1) elected members of a town meeting and (2) members of a charter commission established under Article LXXXIX of the Amendments to the Constitution.

....

(n) “Special municipal employee”, a municipal employee who is not a mayor, a member of the board of aldermen, a member of the city council, or a selectman in a town with a population in excess of ten thousand persons and whose position has been expressly classified by the city council, or board of aldermen if there is no city council, or board of selectmen, as that of a special employee under the terms and provisions of this chapter; provided, however, that a selectman in a town with a population of ten thousand or fewer persons shall be a special municipal employee without being expressly so classified. All employees who hold equivalent offices, positions, employment or membership in the same municipal agency shall have the same classification; provided, however, no municipal employee shall be classified as a “special municipal employee” unless he occupies a position for which no compensation is provided or which, by its classification in the municipal agency involved or by the terms of the contract or conditions of employment, permits personal or private employment during normal working hours, or unless he in fact does not earn compensation as a municipal employee for an aggregate of more than eight hundred hours during the preceding three hundred and sixty-five days. For this purpose compensation by the day shall be considered as equivalent to compensation for seven hours per day. A special municipal employee shall be in such status on days for which he is not compensated as well as on days on which he earns compensation. All employees of any city or town wherein no such classification has been made shall be deemed to be “municipal employees” and shall be subject to all the provisions of this chapter with respect thereto without exception.

Summary of the Conflict of Interest Law for Municipal Employees

....

III. After-hours restrictions.

(a) Taking a second paid job that conflicts with the duties of your municipal job is prohibited. (See Section 23(b)(1))

A municipal employee may not accept other paid employment if the responsibilities of the second job are incompatible with his or her municipal job.

Example : A police officer may not work as a paid private security guard in the town where he serves because the demands of his private employment would conflict with his duties as a police officer.

(b) Divided loyalties. Receiving pay from anyone other than the city or town to work on a matter involving the city or town is prohibited. Acting as agent or attorney for anyone other than the city or town in a matter involving the city or town is also prohibited whether or not you are paid. (See Sec. 17)

Because cities and towns are entitled to the undivided loyalty of their employees, a municipal employee may not be paid by other people and organizations in relation to a matter if the city or town has an interest in the matter. In addition, a municipal employee may not act on behalf of other people and organizations or act as an attorney for other people and organizations in which the town has an interest. Acting as agent includes contacting the municipality in person, by phone, or in writing; acting as a liaison; providing documents to the city or town; and serving as spokesman.

A municipal employee may always represent his own personal interests, even before his own municipal agency or board, on the same terms and conditions that other similarly situated members of the public would be allowed to do so. A

municipal employee may also apply for building and related permits on behalf of someone else and be paid for doing so, unless he works for the permitting agency, or an agency which regulates the permitting agency.

Example of violation : A full-time health agent submits a septic system plan that she has prepared for a private client to the town's board of health.

Example of violation : A planning board member represents a private client before the board of selectmen on a request that town meeting consider rezoning the client's property.

While many municipal employees earn their livelihood in municipal jobs, some municipal employees volunteer their time to provide services to the town or receive small stipends. Others, such as a private attorney who provides legal services to a town as needed, may serve in a position in which they may have other personal or private employment during normal working hours. In recognition of the need not to unduly restrict the ability of town volunteers and part-time employees to earn a living, the law is less restrictive for "special" municipal employees than for other municipal employees.

The status of "special" municipal employee has to be assigned to a municipal position by vote of the board of selectmen, city council, or similar body. A position is eligible to be designated as "special" if it is unpaid, or if it is part-time and the employee is allowed to have another job during normal working hours, or if the employee was not paid for working more than 800 hours during the preceding 365 days. It is the position that is designated as "special" and not the person or persons holding the position. Selectmen in towns of 10,000 or fewer are automatically "special"; selectman in larger towns cannot be "specials."

If a municipal position has been designated as "special," an employee holding that position may be paid by others, act on behalf of others, and act as attorney for others with respect to matters before municipal boards other than his own,

provided that he has not officially participated in the matter, and the matter is not now, and has not within the past year been, under his official responsibility.

Example : A school committee member who has been designated as a special municipal employee appears before the board of health on behalf of a client of his private law practice, on a matter that he has not participated in or had responsibility for as a school committee member. There is no conflict. However, he may not appear before the school committee, or the school department, on behalf of a client because he has official responsibility for any matter that comes before the school committee. This is still the case even if he has recused himself from participating in the matter in his official capacity.

Example : A member who sits as an alternate on the conservation commission is a special municipal employee. Under town by-laws, he only has official responsibility for matters assigned to him. He may represent a resident who wants to file an application with the conservation commission as long as the matter is not assigned to him and he will not participate in it.

(c) Inside track. Being paid by your city or town, directly or indirectly, under some second arrangement in addition to your job is prohibited, unless an exemption applies. (See Section 20)

A municipal employee generally may not have a financial interest in a municipal contract, including a second municipal job. A municipal employee is also generally prohibited from having an indirect financial interest in a contract that the city or town has with someone else. This provision is intended to prevent municipal employees from having an "inside track" to further financial opportunities.

Example of violation : Legal counsel to the town housing authority becomes the acting executive director of the authority, and is paid in both positions.

Example of violation : A selectman buys a surplus truck from the town DPW.

Example of violation : A full-time secretary for the board of health wants to have a second paid job working part-time for the town library. She will violate Section 20 unless she can meet the requirements of an exemption.

Example of violation : A city councilor wants to work for a non-profit that receives funding under a contract with her city. Unless she can satisfy the requirements of an exemption under Section 20, she cannot take the job.

There are numerous exemptions. A municipal employee may hold multiple unpaid or elected positions. Some exemptions apply only to special municipal employees. Specific exemptions may cover serving as an unpaid volunteer in a second town position, housing-related benefits, public safety positions, certain elected positions, small towns, and other specific situations. Please call the Ethics Commission's Legal Division for advice about a specific situation.



TOWN OF ARLINGTON

MASSACHUSETTS

CONSERVATION COMMISSION

November 25, 2014

Board of Selectmen
Town Hall
730 Massachusetts Avenue
Arlington, MA 02476

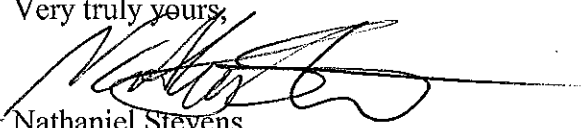
Re: Request for Special Municipal Employee Designation

To the Board of Selectmen:

In accordance with the vote taken on November 20, 2014 by the Arlington Conservation Commission, I hereby request designation of its members as Special Municipal Employees pursuant to G.L. c. 268A, § 1(n). The position of member of the Conservation Commission permits personal or private employment during normal working hours and is not compensated.

Thank you for consideration of this request. A draft vote is attached for your use.

Very truly yours,


Nathaniel Stevens
Chair

cc: Town Counsel

TOWN HALL, 730 MASSACHUSETTS AVENUE, ARLINGTON, MA 02476
(781) 316-3012

VOTED: That the members of the Town of Arlington Conservation Commission be and hereby are designated as Special Municipal Employees in accordance with G.L. c. 268A, § 1(n).

By the Town of Arlington Board of Selectmen on _____.

Chair, Board of Selectmen



Town of Arlington, Massachusetts

Request: One Space, On Street Overnight Parking @ 57 Milton Street

Summary:

Dave and Ellen Setser

ATTACHMENTS:

Type

Description

▣ Backup Material

Inspections Summary Report, Police memo, Fire memo, Setser request, meeting notice

INSPECTIONS SUMMARY REPORT

Type of Request: One Space, On Street Overnight Parking Application

Name of Applicant: **David and Ellen Setser**

Address: **57 Milton Street**

The following Departments have **no objections** to the issuance of said permit:

- Police _____
- Fire _____

The following Departments have **objections** to the issuance of said permit:
(see attached)

- Police X
- Fire X

ARLINGTON POLICE DEPARTMENT

CHIEF OF POLICE

Frederick Ryan



Town of Arlington
MASSACHUSETTS 02474

POLICE HEADQUARTERS

112 Mystic Street
Telephone 781-316-3900
Facsimile 781-316-3919

MEMORANDUM

TO: Marie Krepelka
Board Administrator

FROM: Officer Corey P. Rateau
Traffic and Parking Unit

DATE: November 11, 2014

RE: One Space, On-Street Overnight Parking at 57 Milton Street

At your request, The Traffic and Parking Unit has reviewed the request by the residents of 57 Milton Street to be granted one on-street overnight parking space. After reviewing the request, it does not appear to show any exigency and we **do not** support the issuance of this exemption.

The Setters knowingly rented a unit in a multi-family condo without permanently securing adequate off-street parking for their number of vehicles. Their letter states that there were no previous restrictions stipulated in their lease on the number of vehicles they could **have**. However, leases usually list the number of parking spaces granted on the property, not how many vehicles one can own. The lack of any ownership restriction does not have any bearing on the fact that they failed to seek an inclusion in their lease to accommodate them on a tandem driveway not exclusively owned by their landlord and bound by a condo agreement. Ownership at condos can change at any time and while the previous owners did not mind overlooking the condo agreement, the new owners rightfully chose to adhere to it. The Setters unfortunately took a chance that did not work for them in the long term and as previous residents of the Town (based on past true lists) they should have been fully aware of the strict overnight parking regulations and the consequences in case their conditions changed.

It is suggested that the Setters seek private off-street parking or purchase a permit in one of the Town-owned lots in the area to accommodate their overnight needs.

Cc: Fred Ryan, Police Chief
Capt. Julie Flaherty, Support and Logistics Commander
Lt. Paul Conroy, OIC / Traffic, Details and Licensing
Capt. James Bailey, Arlington Fire Department Operations
Adam Chapdelaine, Town Manager

"Proactive and Proud"

**Arlington Fire Department
Town of Arlington**

Fire Prevention Division

112 Mystic Street, Arlington, MA 02474
Phone: (781) 316-3803 Fax: (781) 316-3919
Email: jbailey@town.arlington.ma.us

*James Bailey
Deputy Chief
Operations*

Memo to: Marie Krepelka

From: Deputy Chief James Bailey

Subject: On Street Overnight Parking, **57 Milton St**

Date: November 25, 2014

In regards to a request for on street overnight parking permit at **57 Milton St.**, this Department has general safety concerns with the issuance of overnight parking permits. After reviewing the reason for this request, consulting Arlington Police, and the availability of spaces at the Gibbs School, this department objects to overnight parking at **57 Milton St.**

From: Dave Setser <d.setser@verizon.net>
To: FReidy@town.arlington.ma.us
Cc: Ellen Setser <ellen_setser@radcliffe.harvard.edu>
Date: 11/15/2014 07:45 AM
Subject: Re: 57 Milton St overnight parking waiver

Hello Fran,

Thanks for emailing us back. Here's the reason for our request.

We've been renting the downstairs condo in a two-family house since June.

When we rented the condo, there were no restrictions in our lease on the number of cars we were allowed to have; we have one car in the garage shared with the upstairs condo owner, and one in the driveway.

The upstairs condo was recently sold. After that, we were informed by our landlord that there is a restriction in the condo agreement (but still not in our lease) that limits each condo owner to one car and our new upstairs neighbors intend to enforce that restriction. That leaves us in the position of needing to leave one of our cars in the street as my wife mentioned in her original email. As the residents, our landlord tells us that we must seek an on-street parking exemption and since we don't own the property, we do not have the option of modifying or otherwise changing the driveway or residence. We are looking for another place to live as soon as possible, but until then we are requesting an exemption to deal with this situation.

Thanks for your time, and please let us know if you'd like more information.

Dave and Ellen Setser

OFFICE OF THE BOARD OF SELECTMEN

STEVEN M. BYRNE, CHAIR
JOSEPH A. CURRO, JR., VICE CHAIR
KEVIN F. GREELEY
DIANE M. MAHON
DANIEL J. DUNN



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

November 25, 2014

David and Ellen Setser
57 Milton Street
Arlington, MA 02474

Dear David and Ellen:

The Board of Selectmen will be discussing your request for on street overnight parking at their meeting on Monday, December 8th in the Selectmen's Chambers, Town Hall, 2nd Floor. The meeting begins at 7:15 p.m. You or your representative is invited to be in attendance at this meeting.

Kindly call the office of the Board of Selectmen to confirm the date and time with either Mary Ann or Fran.

Thank you.

Very truly yours,
BOARD OF SELECTMEN

Marie A. Krepelka for

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

For Approval: Fund Balance Policy for Symmes Property Fund

Summary:

Andrew P. Flanagan, Deputy Town Manager

ATTACHMENTS:

Type	Description
▣ Backup Material	Fund Balance Policy Memo



**Town of Arlington
Office of the Town Manager**

**Andrew P. Flanagan
Deputy Town Manager**

**730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: aflanagan@town.arlington.ma.us
Website: www.arlingtonma.gov**

TO: Members of the Board of Selectmen

FROM: Andrew P. Flanagan, Deputy Town Manager

DATE: December 3, 2014

RE: Fund Balance Policy for Symmes Property Fund

In accordance with Section 1 of Chapter 25 of the Acts of 2006, the Town has established a special account (Symmes Property Fund) into which all proceeds generated by the sale of the former Symmes Hospital site and any other revenue, except building permit fees, including but not limited to property taxes and other fees have been deposited since the establishment of the account. As part of the FY 2014 annual audit, it was recommended that the Town establish a Fund Balance Policy for the Symmes Property Fund and present it to the Board of Selectmen for approval.

Attached for your consideration, please find the proposed language for the Fund Balance Policy. The attached language was included in the Town's Management Letter as a response to the audit's recommendation. The policy as drafted, will allow for a fund balance that is equal to the annual debt service costs associated with the purchase of the property plus a legal reserve that does not exceed \$5,000. The fund balance will be derived directly from property taxes associated with the fully developed site.

I appreciate your consideration of the proposed Fund Balance Policy and request the Board's approval.

Fund Balance Policy for Symmes Property Fund

Since the Symmes site has been fully developed, the only future liabilities associated with the property are debt service costs related to the Town's purchase of the land and the potential for future legal costs resulting from the complete close out of the project. Therefore, the Town's Fund Balance Policy for the Symmes Property Fund is as follows:

The Town will maintain a balance in the Symmes Property Fund in an amount equal to the annual debt service costs associated with the purchase of the property plus a legal reserve that does not exceed \$5,000. It is noted that the funds needed to amortize the debt service come directly from the property taxes collected from the development of the Symmes site. This will be the policy through FY 2022 when the debt is retired. Below is a summary of what the fund balance for the Symmes Property Fund should be through FY 2022.

	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Debt Service	\$674,675.00	\$677,875.00	\$678,337.50	\$671,250.00	\$673,225.00	\$671,950.00	\$667,450.00
Legal Reserve	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Fund Balance Not to Exceed	\$679,675.00	\$682,875.00	\$683,337.50	\$676,250.00	\$678,225.00	\$676,950.00	\$672,450.00



Town of Arlington, Massachusetts

Discussion and Adopt: Draft Selectmen's Handbook, Chapter 7 and Chapter 8

ATTACHMENTS:

Type	Description
 Backup Material	chapter 7 & 8 drafts



TOWN OF ARLINGTON

BOARD OF SELECTMEN

SELECTMEN'S HANDBOOK: POLICIES & PROCEDURES

December 2014 Draft

7. TOWN FEES & CHARGES

Detailed license and permit policies and requirements are set forth in the Selectmen's License & Permit Policy Manual, available in the Selectmen's Office. The following fee amounts have been approved by Town Meeting (Title IX, Article 3, § 6 of the Town Bylaws) or are otherwise authorized by the General Laws and/or approved by the Board:

❖ Common Victualler	\$75.00	❖ All Alcoholic Club	\$1,000.00
		○ w/ TIPS Training	\$600.00
❖ CV application fee	\$50.00	❖ One Day Alcohol	\$25.00
❖ Food Vendor	\$60.00	❖ Hackney Carriage & Public Auto	\$50.00 p.u. ¹
❖ FV Application Fee	\$50.00	❖ Class I and II	\$100.00
❖ Wine & Malt Only	\$1,750.00	❖ Lodging Houses/Inn Holder	\$50.00
○ w/TIPS Training	\$1,550.00	❖ Fortune Telling	\$60.00
❖ All Alcohol Restaurant	\$3,000.00	❖ Public Entertainment	\$100.00
○ w/ TIPS training	\$2,600.00	❖ Street Performance	\$12.00
❖ Alcohol Application Fees	\$100.00	❖ Second Hand Dealer	\$100.00
❖ AA Package Store Fee	\$3,500.00	❖ Auto Amusement Device	\$120.00 p.u.
❖ Package Store Application Fee	\$250.00	❖ Contractor/ Drainlayer	\$75.00
		❖ Awning Permit	\$50.00
		❖ Outside Furniture Permit	\$50.00

¹ *Per Unit

8. ALCOHOL POLICY SUMMARY

The Board of Selectmen serve as the Local Licensing Authority (“LLA”) under state law and Alcohol Beverages Control Commission (“ABCC”) regulations, and are authorized by special legislation to issue the following types of non-transferable alcohol licenses:

- Restaurant Liquor Licenses, which permit service of alcoholic beverages on site within food-serving (Com Vic) licensed Arlington establishments:
 - 15 “All Alcohol Licenses,” in restaurants with fifty (50) or more seats (15/15 issued); and
 - Unlimited “Wine & Malt Only Licenses” in restaurants with nineteen (19) or more seats (15 issued);
- 5 Package Store Licenses for all alcohol, which permit the operation of liquor stores in Arlington (5/5 issued);
- One Day/Special Licenses (both “All Alcohol” and “Wine & Malt Only,” which are generally for special, limited-time events;
- Theatre Licenses (Wine & Malt Only) for private premises with a minimum of 100 seat capacity, which permit beer and wine in Arlington theatres (1 issued);
- “All Alcohol” Clubs Licenses, which permit alcohol service at Arlington clubs (6 issued); and
- Farmers Market (“Wine & Malt Only”) Licenses, which permit the sale and limited sample pouring for approved agricultural events such as appropriate farmers markets (3 issued).

For each of the above-listed licenses, there is a separate application process and detailed policy set forth in the Selectmen’s License & Permit Manual. However the following

general policies and guidelines apply to all alcohol licenses in Arlington.

A. General Statement of Policy

The Board also intends that all service and consumption of alcohol in the Town of Arlington be done responsibly and in conformance with all legal requirements. In service of these goals, as previously noted, licenses will be issued under the Policies, Rules, and Regulations specific to each type of license as set forth in the License & Permit Manual.

B. Timing & ABCC Approvals

As a general matter, interested parties should begin the process of applying for any alcohol license with obtaining the appropriate application forms from the ABCC available at: WWW.MASS.GOV/ABCC

The Office of the Board of Selectmen will assist applicants to the extent feasible, but a *fully completed package must be received* in order for any license application to be placed on the Board's agenda. Applicants should allow *8-12 weeks* from the submission of a complete package for the Board to process and approve any license, and for the ABCC to confirm same. Applicants are reminded that a Selectmen-approved license is not valid until the ABCC confirms same.

C. Safeguards & Penalties

Applicants and license holders are encouraged, train staff in alcohol service safety programs. Applicants who certify that they have received such training may be eligible for a discounted license fee.

Violations of laws, regulations or Board policies regarding alcohol licenses may result in suspension, revocation, or denials of future licenses by the Board of Selectmen, the ABCC, or both, as well as other civil or criminal penalties where appropriate.

D. Changes to Licenses

License-holders are required to update their license with the Board and the ABCC.

Questions about changes to licenses should be directed to the Office of the Board of Selectmen.

E. Alcohol Policy Changes

Persons seeking any change to alcohol policies should contact the Office of the Board of Selectmen and Town Counsel



Town of Arlington, Massachusetts

ACMI Annual Audit

Summary:

John D. Leone, President, ACMI - Be Rec'd

ATTACHMENTS:

Type	Description
 Backup Material	Leone Cover Letter, Auditors' Report and Financial Statements



Arlington Community Media Inc.

John D. Leone
President

Kathleen Colwell
Treasurer

Michael T. Healy
Clerk

Directors

James Clements

Julie Kuhn

Linda Olsen

Charlotte Pierce

Martin Thrope

Executive Director

Norman J. McLeod

Town of Arlington
Board of Selectmen
730 Massachusetts Ave.
Arlington, MA. 02476

November 20, 2014

RE: ACMI Annual Audit

Dear Board Members:

ACMI has successfully completed its Annual Financial Audit. Enclosed please find six copies of the Audited Financial Statement, one for each of you and one for the Town's Records.

If you request we will be glad to meet with you to review the Audited Financial Statement or address any questions or concerns that you may have.

Sincerely:

A handwritten signature in black ink, appearing to read "John D. Leone", is written over a circular stamp or seal. The signature is fluid and cursive.

John D. Leone
President

cc: Doug Heim, Esq, Town Counsel
Adam Chapdelaine, Town Manager
John Maher, Cable Advisory Committee Chair
Kathleen Colwell, Treasurer (without enclosure)
Norm McLeod, Executive Director (without enclosure)

ARLINGTON COMMUNITY MEDIA, INC.

Financial Statements

June 30, 2014 and 2013

(With Independent Auditors' Report Thereon)



NARDELLA & TAYLOR, LLP
CERTIFIED PUBLIC ACCOUNTANTS

24 Hartwell Avenue
Lexington, Massachusetts 02420

Telephone: 781 862-6833
Facsimile: 781 862-8277

INDEPENDENT AUDITORS' REPORT

The Board of Directors
Arlington Community Media, Inc.
Arlington, MA

We have audited the accompanying financial statements of Arlington Community Media, Inc., which comprise the statements of financial position as of June 30, 2014 and 2013, and the related statements of activities and changes in net assets and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Arlington Community Media, Inc. as of June 30, 2014 and 2013, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matter

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The supplementary schedules of functional expenses for the years ended June 30, 2014 and 2013 are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audits of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Nardello + Taylor LLP

October 29, 2014

ARLINGTON COMMUNITY MEDIA, INC.

Statements of Financial Position

June 30, 2014 and 2013

	<u>2014</u>	<u>2013</u>
<u>Assets</u>		
Current assets:		
Cash and cash equivalents	\$ 505,655	\$ 641,831
Accounts receivable	226,425	216,283
Prepaid expenses	9,700	7,111
Total current assets	<u>741,780</u>	<u>865,225</u>
Property and equipment:		
Equipment	683,462	606,845
Building improvements	109,701	103,132
Furniture and fixtures	35,778	34,604
	<u>828,941</u>	<u>744,581</u>
Less accumulated depreciation	(536,774)	(451,645)
Property and equipment, net	<u>292,167</u>	<u>292,936</u>
Other assets:		
Assets restricted for investment in property and equipment	109,956	144,832
Security deposits	2,400	2,400
Deposits on equipment	5,000	-
Temporary investments designated for long-term operations	<u>555,000</u>	<u>355,000</u>
Total assets	<u>\$ 1,706,303</u>	<u>\$ 1,660,393</u>
<u>Liabilities and Net Assets</u>		
Current liabilities:		
Accounts payable	\$ 14,071	\$ 12,087
Accrued expenses	27,757	23,435
Total current liabilities	<u>41,828</u>	<u>35,522</u>
Net assets:		
Unrestricted:		
Board-designated for long-term operations	555,000	355,000
Undesignated	989,010	1,114,530
Total unrestricted	<u>1,544,010</u>	<u>1,469,530</u>
Temporarily restricted	120,465	155,341
Total net assets	<u>1,664,475</u>	<u>1,624,871</u>
Total liabilities and net assets	<u>\$ 1,706,303</u>	<u>\$ 1,660,393</u>

The accompanying notes are an integral part of these financial statements.

ARLINGTON COMMUNITY MEDIA, INC.

Statements of Activities and Changes in Net Assets

Years Ended June 30, 2014 and 2013

	<u>2014</u>	<u>2013</u>
Changes in unrestricted net assets:		
Revenues:		
Municipal contracts	\$ 861,644	\$ 821,663
Membership dues and workshop fees	3,230	5,218
Investment income	1,089	1,070
Other income	9,500	-
Net assets released from restriction	109,482	183,730
Total support and revenue	<u>984,945</u>	<u>1,011,681</u>
Expenses:		
Program - production and broadcasting	574,714	562,103
General and administrative	335,751	296,031
Total expenses	<u>910,465</u>	<u>858,134</u>
Increase in unrestricted net assets	<u>74,480</u>	<u>153,547</u>
Changes in temporarily restricted net assets:		
Revenues:		
Capital grants	73,333	73,333
Investment income	1,273	1,358
Net assets released from restriction	<u>(109,482)</u>	<u>(183,730)</u>
Decrease in temporarily restricted net assets	<u>(34,876)</u>	<u>(109,039)</u>
Increase in net assets	39,604	44,508
Net assets, beginning of year	<u>1,624,871</u>	<u>1,580,363</u>
Net assets, end of year	<u>\$ 1,664,475</u>	<u>\$ 1,624,871</u>

The accompanying notes are an integral part of these financial statements.

ARLINGTON COMMUNITY MEDIA, INC.

Statements of Cash Flows

Years Ended June 30, 2014 and 2013

	<u>2014</u>	<u>2013</u>
Cash flows from operating activities:		
Increase in net assets	\$ 39,604	\$ 44,508
Adjustments to reconcile increase in net assets to net cash provided by operating activities:		
Contributions restricted		
for investment in property and equipment	(73,333)	(73,333)
Depreciation	99,740	85,650
Increase in accounts receivable	(10,142)	(12,804)
Decrease (increase) in prepaid expenses	(2,589)	1,513
Increase in accounts payable and accrued expenses	6,306	1,255
Net cash provided by operating activities	<u>59,586</u>	<u>46,789</u>
Cash flows from investing activities:		
Increase in deposits on equipment	(5,000)	-
Increase in temporary investments designated for long-term operations	(200,000)	-
Decrease in assets restricted for investment in property and equipment	34,876	98,530
Purchases of property and equipment	(98,971)	(100,333)
Net cash used in investing activities	<u>(269,095)</u>	<u>(1,803)</u>
Cash flows from financing activities		
Contributions restricted		
for investment in property and equipment	73,333	73,333
Net cash provided by financing activities	<u>73,333</u>	<u>73,333</u>
Increase (decrease) in cash and cash equivalents	(136,176)	118,319
Cash and cash equivalents at beginning of year	<u>641,831</u>	<u>523,512</u>
Cash and cash equivalents at end of year	<u>\$ 505,655</u>	<u>\$ 641,831</u>

The accompanying notes are an integral part of these financial statements.

ARLINGTON COMMUNITY MEDIA, INC.

Notes to Financial Statements

June 30, 2014 and 2013

(1) Nature of Operations

Arlington Community Media, Inc. (the "Organization" or "ACMP") was established in Massachusetts as a nonprofit, membership-based organization dedicated to providing an electronic forum for the free exchange of information and ideas, which reflect the talents, skills, interests, concerns and diversity of the Arlington, Massachusetts community. The Organization manages facilities for community access TV programming on the Public, Educational, and Governmental (PEG) access channels on the Arlington cable communications systems. The Organization also provides access to, and training in, telecommunications technology to members of the community.

(2) Summary of Significant Accounting Policies

The following is a summary of significant accounting policies applied by Arlington Community Media, Inc. in the preparation of the accompanying financial statements.

(a) Net Assets

The Organization reports its financial information regarding its financial position and activities according to three classes of net assets: unrestricted net assets; temporarily restricted net assets, and permanently restricted net assets. Unrestricted net assets represent amounts without donor-imposed time or purpose restrictions as of the reporting date. Temporarily restricted net assets represent amounts received with donor-imposed time restrictions that have not yet expired or donor-imposed purpose restrictions which have not yet been satisfied by the Organization. Permanently restricted net assets represent amounts with donor-imposed restrictions requiring those amounts to be held in perpetuity. None of the Organization's net assets are classified as permanently restricted as of June 30, 2014 and 2013.

(b) Basis of Accounting

The financial statements have been prepared using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recorded as earned and expenses are recorded at the time the liabilities are incurred.

(c) Cash Equivalents

For purposes of the statement of cash flows, the Organization considers all highly liquid debt instruments with an original maturity of three months or less to be cash equivalents, unless such securities were acquired by the Organization using cash restricted by the resource provider for the acquisition of equipment or other long-lived assets, or if such assets are designated for long-term operations by the Organization's Board of Directors.

ARLINGTON COMMUNITY MEDIA, INC.

Notes to Financial Statements

June 30, 2014 and 2013

(2) Summary of Significant Accounting Policies (Continued)

(d) Revenue Recognition and Reporting

On July 26, 2006, the Organization entered into an agreement with the Town of Arlington (Town) to provide cable television access to the Town's residents. The Town supports the Public, Educational and Governmental (PEG) access services by collecting 5% of the gross annual revenues from the cable television companies who have licenses to do business in the Town. In addition, the cable companies have agreed to make annual capital contributions for agreed-upon amounts.

As of June 30, 2014, substantially all of the Organization's revenues are derived from its contract with the Town of Arlington. The Town pays the license fees and capital contributions to ACMI when they are received from the cable companies. License fees are recognized when earned.

The Organization reports grants and gifts as unrestricted support if they are received without stipulations that would limit the use of the assets. They are classified as increases in temporarily restricted net assets if restrictions have been imposed on their use, including those for which payment is not due until future periods. Upon the satisfaction of the purpose or time restriction, the net assets are reclassified as unrestricted support.

The Organization recognizes the release of net assets temporarily restricted for the purchase of property and equipment once the purchased property and equipment have been placed in service.

(e) Accounts Receivable

The Organization considers its accounts receivable, consisting of access fees and capital grants receivable from the Town of Arlington, to be fully collectible; accordingly, no allowance for doubtful accounts is required. If amounts become uncollectible, they will be charged to expense when that determination is made. At June 30, 2014, all accounts receivable are expected to be collected by the Organization within one year.

(f) Property and Equipment

Property and equipment are stated at cost, or if donated, at estimated fair market value on the date of donation. The Organization's policy is to capitalize property and equipment items with estimated useful lives of greater than one year at the time of acquisition. Depreciation is provided over the estimated useful lives of the respective assets on a straight-line basis over the following periods:

Equipment	2 – 7 years
Furniture and fixtures	7 years
Leasehold improvements	The lesser of the asset's useful life or the remaining term of the lease when the asset is acquired.

ARLINGTON COMMUNITY MEDIA, INC.

Notes to Financial Statements

June 30, 2014 and 2013

(2) Summary of Significant Accounting Policies (Continued)

(g) Income Taxes

Arlington Community Media, Inc. is a not-for-profit organization under Section 501(c) (3) of the Internal Revenue Code and is exempt from income tax.

The Organization files tax returns in the U.S. federal jurisdiction and in Massachusetts. Generally, the Organization is no longer subject to examinations by taxing authorities for years before 2011.

(h) Concentrations of Credit Risk

Financial instruments that potentially subject the Organization to concentrations of credit risk consist principally of temporary cash investments and accounts receivable. The carrying amounts of these financial instruments approximate their fair value because of the short-term nature of these items.

The Organization maintains its cash balances in several financial institutions, which management believes are of high credit quality. The Federal Deposit Insurance Corporation (FDIC) insures deposits up to \$250,000 per depositor, per bank. At June 30, 2014 the Organization's deposits in excess of FDIC limits amounted to \$912,178. However, funds that exceeded FDIC limits as of June 30, 2014 were insured in full by the Massachusetts Depositors Insurance Fund.

The Organization's ability to continue operations is dependent on future license fees and capital grants received from the Town of Arlington. As of June 30, 2014 and 2013, accounts receivable from the Town of Arlington amounted to \$256,643 (98.8% of total receivables) and \$246,501 (98.8% of total receivables), respectively. Credit is granted to the Town without collateral.

(i) Use of Estimates

The preparation of financial statements in accordance with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

ARLINGTON COMMUNITY MEDIA, INC.

Notes to Financial Statements

June 30, 2014 and 2013

(2) Summary of Significant Accounting Policies (Continued)

(j) Marketing and Advertising Costs

The Organization expenses marketing and advertising costs as incurred. These costs amounted to \$33,174 and \$27,031 during fiscal 2014 and 2013, respectively.

(k) Functional Allocation of Expenses

The costs of providing the program and supporting services have been summarized on a functional basis in the statement of activities and changes in net assets. Accordingly, certain costs have been allocated among the program and supporting services benefited.

(l) Assets Restricted for Investment in Property and Equipment

Assets restricted for investment in property and equipment consist of accounts receivable and cash from funding sources that have restricted their use to the purchase of capital equipment, as well as temporary investments (highly liquid debt instruments with original maturities of three months or less) that have been purchased therewith. As of June 30, 2014, assets restricted to investment in property and equipment consisted of \$33,333 of accounts receivable and \$76,623 of cash and cash equivalents. As of June 30, 2013, assets whose use is limited to investment in property and equipment consisted of \$33,333 of accounts receivable and \$111,499 of cash and cash equivalents.

(m) Temporary Investments Designated for Long-Term Operations

Temporary investments designated for long-term operations consist of cash and cash equivalents which, as of the date of statement financial position, have been designated for long-term use by the Organization's Board of Directors. Because these assets are designated for long-term use, they are presented as non-current assets on the Organization's statement of financial position (See also Note 4).

(n) Reclassifications

Certain prior year amounts have been reclassified to conform to the current year presentation.

ARLINGTON COMMUNITY MEDIA, INC.

Notes to Financial Statements

June 30, 2014 and 2013

(3) Temporarily Restricted Net Assets

Temporarily restricted net assets consist of the following at June 30:

	<u>2014</u>	<u>2013</u>
Purpose restrictions:		
Productions and broadcasting:		
Arlington Cable Access Volunteers'		
Legacy Fund, education and training	\$ 10,509	\$ 10,509
Capital purchases	109,956	144,832
	<u>\$ 120,465</u>	<u>\$ 155,341</u>

Net assets released from restriction include the following:

	<u>2014</u>	<u>2013</u>
Purpose restrictions accomplished:		
Production and broadcasting - capital purchases	\$ 109,482	\$ 183,730
	<u>\$ 109,482</u>	<u>\$ 183,730</u>

(4) Board-Designated Funds

Long-term Operating Fund

In June 2011, the Board of Directors established a long-term operating fund as a cash reserve in order to meet operating cash needs should they arise in future years. The long-term operating fund will be funded at the discretion of the Board and may be spent subject to Board approval.

(5) Commitments and Contingencies

Lease Agreements

The Organization leases office and studio space under various long-term lease agreements as described below. Total rental expense under operating leases, including common area maintenance and taxes, amounted to \$84,393 and \$71,719 for the years ended June 30, 2014 and 2013, respectively.

The Organization has an agreement with the Town to rent its current office and primary studio space from the Town through June 30, 2016. Monthly rental expense during the year ended June 30, 2014 was \$3,760 per month. Rental rates are adjusted annually based on the Consumer Price Index.

ARLINGTON COMMUNITY MEDIA, INC.

Notes to Financial Statements

June 30, 2014 and 2013

(5) Commitments and Contingencies (Continued)

Lease Agreements (Continued)

During the year ended June 30, 2012 the Organization entered into a lease agreement to rent additional studio space at a location in Arlington, MA for the period from December 1, 2011 through November 30, 2014 at a base rate of \$2,400 per month. Rental rates are adjusted upward annually on December 1, based on the consumer price index. Beginning December 1, 2013 and through June 30, 2014 the monthly rent was \$2,447. The Organization has an option to renew this lease for an additional two year period beginning on December 1, 2014. Under the lease agreement, the Organization is responsible for paying twenty percent of any annual increases in real estate taxes and insurance on the land and buildings of which the leased premises are a part. Furthermore, according to the lease agreement, the Organization is also responsible for paying twenty percent of the parking lot maintenance costs incurred by the landlord for the operation and maintenance of the land and buildings of which the leased premises are a part.

Future minimum rentals under non-cancellable lease agreements in excess of one year are as follows for the years ended June 30:

2015	\$ 74,489
2016	74,489
2017	12,237
2018 and thereafter	-
	<u>\$ 161,215</u>

Agreement with Town of Arlington

In the event that ACMI ceases to serve as the Town's PEG access provider any and all funds, equipment and property ceded to ACMI by Comcast (a cable provider) or purchased or acquired by ACMI with funds provided by the Town pursuant to the Organization's agreement with the Town will become the property of the Town and shall revert to the Town or its designee. As of June 30, 2014 and 2013, respectively, this provision would result in the relinquishment of substantially all assets, except for those owned directly by ACMI or obtained by other means, were ACMI to cease to serve as the Town's PEG access provider.

(6) Retirement Plan

The Organization sponsors a defined contribution retirement plan for eligible employees. The Organization contributed \$11,524 and \$12,588 to the plan during the years ended June 30, 2014 and 2013 respectively.

(7) Subsequent Events

The Organization has evaluated all subsequent events that occurred after June 30, 2014 through October 29, 2014, the date when these financial statements were available to be issued.

ARLINGTON COMMUNITY MEDIA, INC.

Schedules of Functional Expenses

(Supplementary Information)

For the Years Ended June 30, 2014 and 2013

Expense	2014		2013	
	Program Services Production and Broadcasting	Support Services General and Administrative	Program Services Production and Broadcasting	Support Services General and Administrative
Expense	Broadcasting	Administrative	Broadcasting	Administrative
Total	Total	Total	Total	Total
Salaries and wages	\$ 247,187	\$ 155,895	\$ 258,939	\$ 145,058
Payroll taxes and benefits	59,013	37,218	71,872	40,263
Rent	71,734	12,659	60,961	10,758
Depreciation	79,792	19,948	68,520	17,130
Building maintenance	6,482	19,445	16,196	5,398
Equipment repairs and maintenance	24,558	6,140	29,066	7,266
Professional fees	46,632	5,181	22,888	15,259
Insurance	13,306	3,326	10,234	2,559
Special events	-	20,557	-	3,543
Advertising and marketing	-	33,174	-	27,031
Supplies	10,923	4,681	10,984	4,708
Postage and delivery	107	963	118	1,065
Telephone and internet	1,849	4,314	1,757	4,101
Meetings and food	5,051	3,368	3,572	2,382
Utilities	6,998	1,749	4,633	1,158
Travel and training	1,082	3,245	2,363	7,087
Dues and subscriptions	-	3,851	-	865
Taxes and fees	-	37	-	400
Total expenses	\$ 574,714	\$ 335,751	\$ 562,103	\$ 296,031
		\$ 910,465		\$ 858,134

See accompanying independent auditors' report.



Town of Arlington, Massachusetts

Request TAC Input, Spy Pond Tennis Courts Renovation

Summary:

Joseph Connelly, Director of Recreation; Park and Recreation Commission - Be Rec'd

ATTACHMENTS:

Type	Description
▣ Cover Memo	Recreation Dept. request to TAC
▣ Exhibit	Google Earth Spy Pond Tennis
▣ Backup Material	Spy Pond Tennis Overall Field
▣ Backup Material	Spy Pond Tennis
▣ Backup Material	Spy Pond ADA

TOWN OF ARLINGTON

Joseph Connelly
Director of Recreation



PARK COMMISSIONERS
Leslie Mayer, Chairperson
Jen Rothenberg, Vice Chair
Shirley Canniff
Donald Vitters
Jim Robillard
Elena Bartholomew, Associate
Peter Hedlund, Associate

Recreation Department

To: Board of Selectmen
From: Joseph Connelly, Director of Recreation
Park and Recreation Commission
Date: November 17, 2104
Subject: Spy Pond Tennis Courts Renovation and Request for TAC Input

The Arlington Park and Recreation Commission is currently in the design phase of the Spy Pond Tennis Courts renovation project. As you can see from the attached plans for the facility, the scope of the project is to renovate the existing tennis courts, which are located at the corner of Wellington St. and Pond Lane. There are two main concerns the Commission has that are outside of the scope of work and the Commission's property jurisdiction. We would like to request the assistance of the Transportation Advisory Committee and DPW in addressing these concerns.

The first concern regards site access. Recently, the Institute for Human Centered Design (IHCD) completed a town-wide ADA self assessment of Arlington's recreational properties. This study documented ADA noncompliance issues that exist at these public facilities. Attached is the portion of the study report pertaining to Spy Pond Field and Tennis Courts. It includes recommendations for bringing the site into compliance. At a minimum, it is recommended that:

- A) The curb ramps on the Arlington Boys and Girls Club side of the crosswalk should be reconstructed and reciprocal curb ramps on the Spy Pond Field side should be added.
- B) A 36" wide sidewalk should be constructed along the perimeter of Spy Pond Field from the intersection of Pond Lane and Wellington Street to the south tennis court entrance gate near the crosswalk.
- C) To prevent obstruction from cars, parking restriction signage should be added near the southwest facility gate and crosswalk.
- D) A handicapped accessible on-street parking space should be added.

There are additional noncompliance issues that exist within the field and courts. These are being addressed through the Park and Recreation Commission's capital project, as part of the scope of work and budget for the tennis courts renovation.

The Commission's second concern regards the overall safety of the area. In front of the Spy Pond Tennis Courts and Arlington Boys and Girls Club from Wellington Street to Pond Lane, the current traffic flow, parking situation and number of pedestrians, including many children, is felt to be a hazardous situation. Any changes to promote traffic calming and improve sight lines in the area would be appreciated.

The Park and Recreation Commission respectfully requests that the Transportation Advisory Committee review these concerns and provide feedback and any recommendations for potential improvements in these areas that are outside the scope of the tennis courts project. It is expected that the tennis courts improvement project will be bid this winter with construction beginning in the spring of 2015. Thank you for your assistance and attention to this.



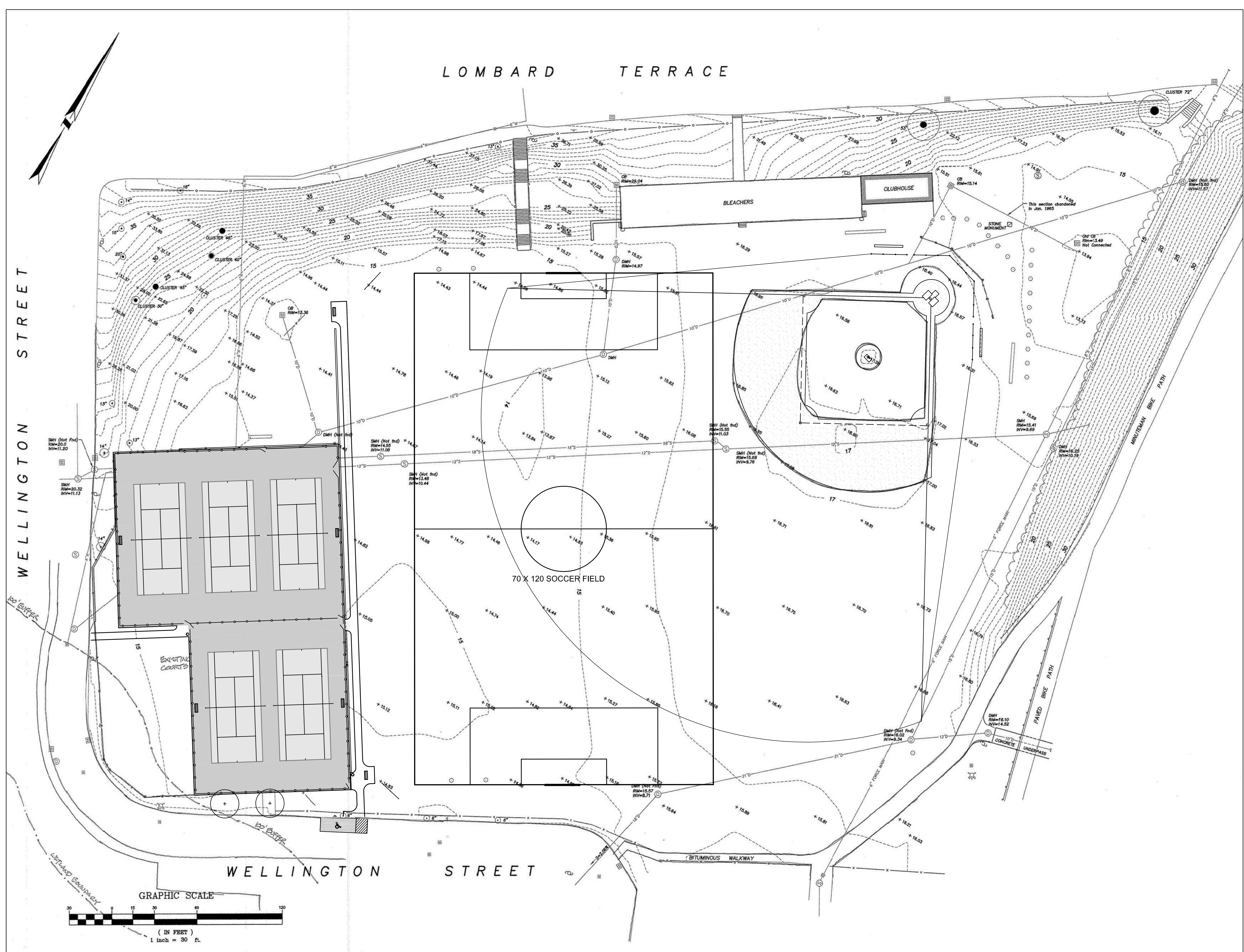
N

Image U.S. Geological Survey

Google earth

1995

42°24'43.43" N 71°09'11.28" W elev 18 ft eye alt 324 ft



Leonard
Design
Associates
*Site Planning/
Landscape Architecture*
95 Ronald Road
Arlington, MA 02474
(781) 641-0750

Gala Simon Associates
GSA
Civil Engineers

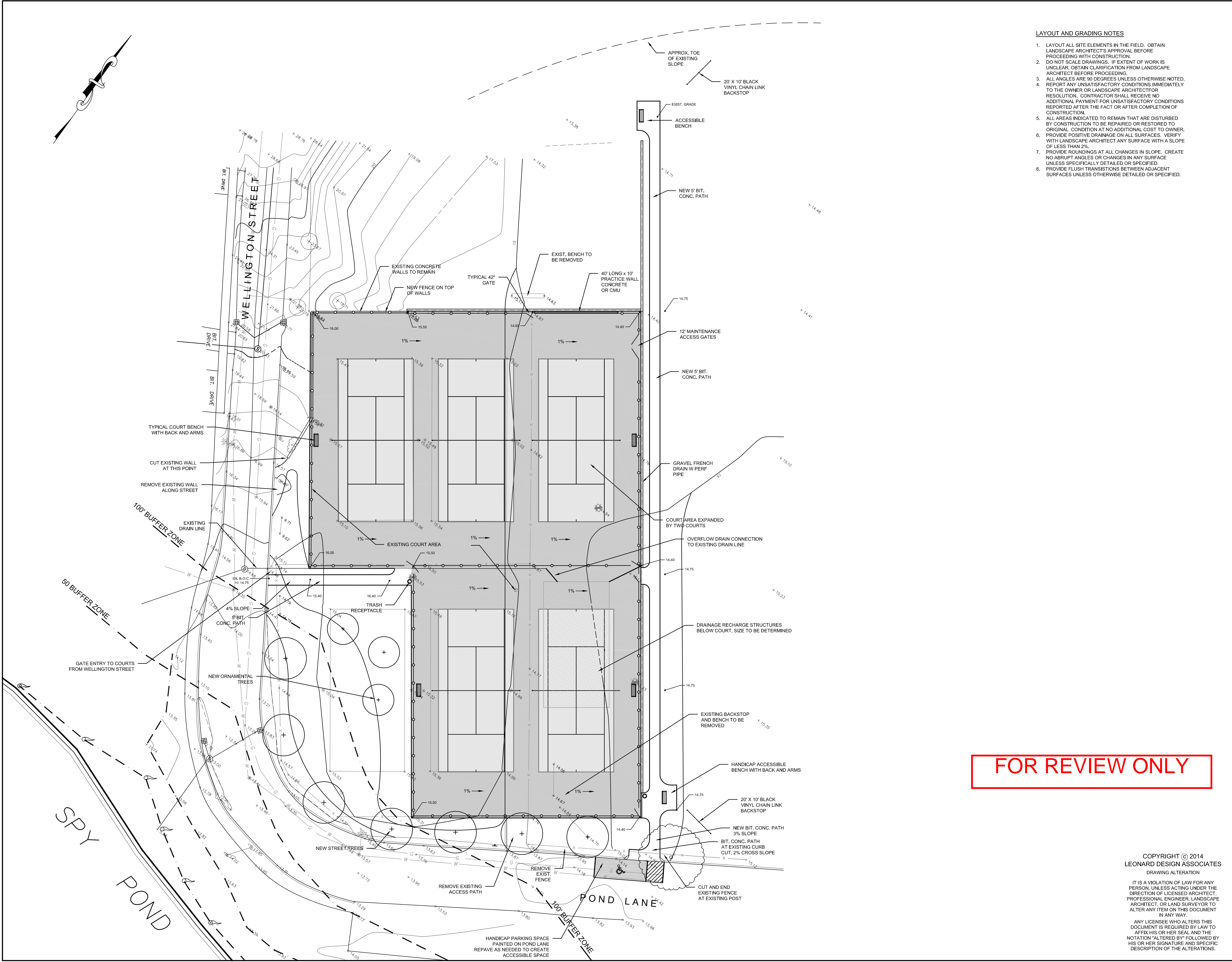
Gala Simon
Associates Inc.
394 LOWELL STREET, SUITE 18
LEXINGTON, MA 02420
Tel: (781) 676-2962

1	10/10/2014	PUBLIC MEETING
0	09/09/2014	SCHEMATIC DESIGN
No.	Date	Description

SPY POND PARK
TENNIS COURTS
Arlington, Massachusetts
Arlington Parks and Recreation Commission
422 Summer Street
Arlington, Massachusetts 02474
(781) 641-5492

5 COURTS
3 OVER 2

JOB NUMBER:	DRAWN:	DATE:
1414	ADL	11/13/2014
FILE:	CHECKED:	SCALE:
arlparks/spy pond tennis	ADL	1" = 30'



- LAYOUT AND GRADING NOTES
1. LAYOUT ALL SITE ELEMENTS IN THE FIELD. OBTAIN LANDSCAPE ARCHITECT'S APPROVAL BEFORE PROCEEDING WITH CONSTRUCTION.
 2. DO NOT SCALE DRAWINGS. IF EXTENT OF WORK IS UNCLEAR, OBTAIN CLARIFICATION FROM LANDSCAPE ARCHITECT BEFORE PROCEEDING.
 3. ALL ANGLES ARE 90 DEGREES UNLESS OTHERWISE NOTED.
 4. REPORT ANY UNSATISFACTORY CONDITIONS IMMEDIATELY TO THE OWNER OR LANDSCAPE ARCHITECT FOR RESOLUTION. CONTRACTOR SHALL RECEIVE NO ADDITIONAL PAYMENT FOR UNSATISFACTORY CONDITIONS REPORTED AFTER THE FACT OR AFTER COMPLETION OF CONSTRUCTION.
 5. ALL AREAS INDICATED TO REMAIN THAT ARE DISTURBED BY CONSTRUCTION TO BE REPAIRED OR RESTORED TO ORIGINAL CONDITION AT NO ADDITIONAL COST TO OWNER.
 6. PROVIDE POSITIVE DRAINAGE ON ALL SURFACES. VERIFY WITH LANDSCAPE ARCHITECT ANY SURFACE WITH A SLOPE OF LESS THAN 2%.
 7. PROVIDE ROUNDINGS AT ALL CHANGES IN SLOPE. CREATE NO ABRUPT ANGLES OR CHANGES IN ANY SURFACE UNLESS SPECIFICALLY DETAILED OR SPECIFIED.
 8. PROVIDE FLUSH TRANSITIONS BETWEEN ADJACENT SURFACES UNLESS OTHERWISE DETAILED OR SPECIFIED.

Leonard
Design
Associates
*Site Planning/
Landscape Architecture*

95 Ronald Road
Arlington, MA 02474
(781) 641-0750



Civil Engineers

**Gala Simon
Associates Inc.**
394 LOWELL STREET, SUITE 18
LEXINGTON, MA 02420
Tel: (781) 676-2962

1	11/24/14	DESIGN DEVELOPMENT
0	09/09/2014	SCHEMATIC DESIGN
No.	Date	Description

SPY POND PARK
TENNIS COURTS
Arlington, Massachusetts

Arlington Parks and Recreation Commission
422 Summer Street
Arlington, Massachusetts 02474
(781) 641-5492

LAYOUT & MATERIALS
PLAN

JOB NUMBER:	DRAWN:	DATE:
1414	ADL	09/09/2015
FILE:	CHECKED:	SCALE:
arl/parks/spy pond tennis	ADL	1" = 20'

L.2

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LEONARD DESIGN ASSOCIATES
DRAWING ALTERATION

IT IS A VIOLATION OF LAW FOR ANY PERSON, UNLESS ACTING UNDER THE DIRECTION OF LICENSED ARCHITECT, PROFESSIONAL ENGINEER, LANDSCAPE ARCHITECT, OR LAND SURVEYOR TO ALTER ANY ITEM ON THIS DOCUMENT IN ANY WAY.

ANY LICENSEE WHO ALTERS THIS DOCUMENT IS REQUIRED BY LAW TO AFFIX HIS OR HER SEAL AND THE NOTATION "ALTERED BY" FOLLOWED BY HIS OR HER SIGNATURE AND SPECIFIC DESCRIPTION OF THE ALTERATIONS.



Spy Pond Field & Tennis Courts

Spy Pond Field & Tennis Courts is a lovely large facility conveniently located opposite the recently renovated Boys and Girls Club and within walking to Massachusetts Avenue, 2 public transit stops and the Spy Pond Park, shoreline paths and Playground.

The beautiful *Play Fair* arch and the Hornblower Field are included as notable civic and open space landmarks by the Massachusetts Department of Conservation and Recreation and the Freedom's Way Heritage Association.

Required Capital Project renovations include the need for at least 1 accessible walkway around entire interior perimeter of facility, which connects the programs offered at Hornblower Field, public tennis courts, softball field, dog walking circulation path, and links to the Shared-Use Trail.

A high priority programmatic renovation is to construct an accessible spectator seating area and ensure that the clubhouse is accessible in order to provide inclusive spectator and team sports participation.

Location:

66 Pond Lane, adjacent to Boy's and Girl's Club

Year Built:

Early 20th c. (Play Fair Arch donated 1912)

Known Renovations since 1991:

Unknown

Primary Function Areas Surveyed:

- Play Fair Arch Grandstand + Hornblower Field
- 1 large open field used for soccer,
- 4 tennis courts, 2 points of entry
- Dog Walk Path
- Interior Walkway linking w/ Minuteman Commuter Bikeway
- 3 staircase points of entry
- On-street parking.

Public Programs:

Open 5 a.m. to 9 p.m.

- Available for playing field permits
- Home of Arlington High Schools' varsity baseball team
- Spy Ponder Baseball Clinic



Photo 1



Photo 2



Photo 3

Issues

Approach & Entrance

Pedestrian Crosswalk Area

A crosswalk and new curb ramp is located in front of the Boys & Girls Club and opposite the South Tennis Courts/Field gate. Crosswalk lacks reciprocal curb ramp curb on facility side. Curb ramp has multiple noncomplying features. (Photo 1)

There are no crosswalks around perimeter of facility at intersections of Lombard Terrace/Wellington St; or, at Pond Lane turn at southeast gate to fields.

The crosswalk at Whittemore St. @ Mass. Ave. is old brick infrastructure with multiple tripping hazards. The Whittemore St. connection onto the fields is not at grade.

Curb Ramps

The new curb ramp on the Boys & Girls club crosswalk side opposite facility has multiple noncomplying issues, including excessive cross and run slopes, no flared sides for sidewalk passage, excessive level changes at the gutter-to-street transition. There is no reciprocal curb ramp provided at this crosswalk. (Photo 2)

Sidewalks

Northwest, northeast and west facility entry points are along incompletely constructed sidewalks at Lombard Terrace and Wellington St..

South and southeast facility entry points are not located along any accessible routes, and sidewalks are incomplete or missing. (Photo 3)



Photo 4

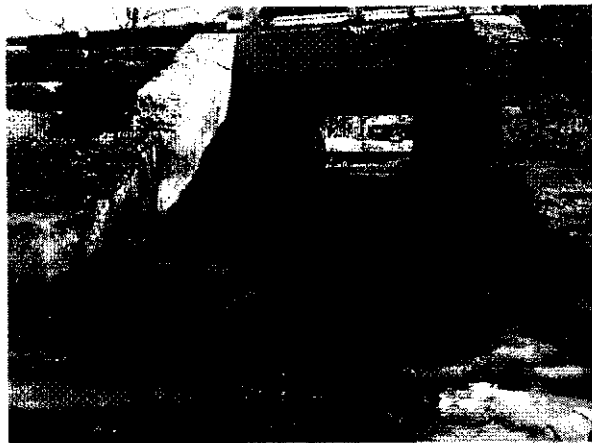
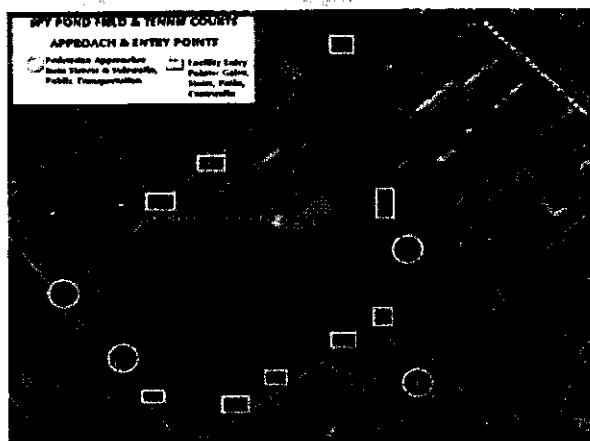


Photo 5



Graphic 1

On-street Parking

On-street parking is provided along south and west perimeter of facility. No accessible parking spaces are provided and there are no accessible crossings between parking and facility. (Photo 4)

Public Transit Access

There is no accessible route provided from the two nearby fixed bus routes to an accessible facility entry point.

The stops are at Massachusetts Ave near Pond Lane and Massachusetts Ave near Whittemore St. and serve 3 public transit routes (77, 79, 350).

A pedestrian connection from the end of Whittemore Street via the tunnel/walkway onto the facility southeast paved field walkway includes 4 stone-slab stairs with approximately 7-inch risers but no accessible or ramped route. (Photo 5)

Points of Entry

There are 9 public entry points around the facility perimeter marked by stairs, gates and fence openings. None are currently accessible. (Graphic 1)

At least 60% of entrances need to adjoin an accessible route (public rights of ways) and provide accessible elements such as accessible gates, ramp entrances, widths, slopes, maneuvering clearance, hardware height and ground surfaces.

Public rights of ways around this facility include two Minuteman bikeway links, two public transit stops, Lombard Road, Lombard Terrace, Wellington Street, Pond Lane, Pond Terrace, and Whittemore St.



Photo 6



Photo 7



Photo 8

Entry Points, cont.

NW, North, NE: Three entry points along Lombard Terrace include 2 staircases from streets to field and one entry at the Play Fair Arch and down the Grandstand to Hornblower fields. The NE Stairs also connect users to the nearby Shared-Use Bikeway Trail. (Photo 6)

W: Gated entrance to northwest Tennis Courts does not connect to any accessible route, or sidewalk (Photo 7)

SW: Paved entryway at south gate to Tennis Courts and Fields is in a state of disrepair and does not include accessible slopes or ground surface via sidewalk on either side and is not an accessible entrance. This is the main facility entry point, and includes the Tennis Court Rules Signage. A (Photo 8)

SE: On SE of facility, there are three entry points. 1. Fence opening onto an interior walkway, with Dog Walk Rules sign. (Photo 9)
2. From the end of Whittemore Street via the tunnel/walkway onto the facility southeast paved field walkway. (Photo 5)
3. Pathway from the Shared-use Minuteman Bikeway trail above field, which connects onto facility SE field walkway. (Photo 10)

Gates

Two public gated entry points from public streets to facility are not along an accessible route and do not provide smooth, firm, level and slip-free ground surfaces. West Tennis Court gate does not open to at least 32 inches. Pond Lane gate approach is obstructed by on-street parking, lack of sidewalk route, and a paved entryway that is in disrepair with excessive cross slopes and tripping hazards. Gates require smooth surface or kickplate on push side. (Photo 8)

July 15, 2014



Photo 9

Access to Facility Areas

Circulation

At least 1 accessible route is not provided to connect all accessible facilities, spaces and elements within the facility.

Interior Walkways

There is a paved walkway extending from two gate openings on Pond Lane and Pond Terrace that connects south field to the shared-use pathway. (Photo 9)

This path can be improved and extended to provide the necessary level-graded accessible path linking all facility areas- including both court areas, all perimeters of field playing areas, the clubhouse, grandstand and team bench areas, plus all accessible points of entry-, along at least one accessible route within perimeter of facility. (Photo 10)



Photo 10

Stairways

The historic concrete structures at Hornblower field (Play Fair Arch and Grandstand bleachers) are accessed by stairways along both ends and through the middle. Stair concrete is spalling and stairs require careful repairs to be made safe and retain historic character. When Grandstand is repaired, it may be possible to add continuous handrails going up to Lombard St. at one or two one staircases along grandstand. (Photo 11)



Photo 11

A long-range recommendation is for the 4-stair entry at the Whittemore St. underpass to be replaced with a ramped accessible entrance onto facility SE field. (See Photo 5, above)



Photo 12

Courts

Four Tennis courts are not along an accessible route from either the exterior public rights of ways or from the interior walkways and field areas adjacent to gates. Benches are provided at each court area and are not located along an accessible route, (Photo 12).

Fields

Fields need to be connected along an interior accessible pathway that connects the perimeter of soccer and baseball fields playing areas, team seating areas, and the clubhouse. This accessible route also needs to connect to at least one accessible entry into Tennis Courts from fields. (Photo 13)



Photo 13

Spectator Grandstand

The historic Play Fair Arch and grandstand spectator seating at the Hornblower baseball field has 10 tiers and 3 stair entry points at top (Lombard Terrace) and at bottom (field), providing seating for at least 2000 persons. This seating area is inaccessible because there are no ramped entry points to any tiers or sections at either top or bottom. (Photo 1)

A minimum % integrated wheelchair seating spaces locations needs to be provided plus adjacent companion seating. Seating should be dispersed to provide a variety of views, as is provided to the general public.



Photo 14

Team Seating

There needs to be an accessible route connected to the Team seating locations, and all Team meeting locations. Each team seating locations needs to provide a clear ground space for accessible integrated wheelchair seating. (Photo 11, above)



Photo 15



Photo 16



Photo 17

Clubhouse

There is a Clubhouse facility located near backstop at Hornblower Field. Interior of seasonal clubhouse was locked during ADA Survey. Clubhouse is not along at least one accessible route. (Photo 15)

All spaces, elements and amenities within clubhouse, including equipment storage, clothing hooks, drinking fountains, counters, shelves, etc. that are utilized by team members must be along an accessible route, placed within accessible reach ranges via parallel or forward approaches, inclusive of wheelchair seating locations if other seating elements are built-in; and include at least one turning space with at least a 60 inch diameter to allow for unrestricted circulation into and out of clubhouse.

Access to Elements

Benches

Team seating and waiting benches are located within Tennis Court areas and at Hornblower Field home and away team locations. Benches are not located along an accessible route. Benches do not include backrests or arm rests.

Informational Signage

Dog Walking information signage is posted at the Fence Opening entry point near Pond Terrace. (Photo 16)

Tennis Court Rules signage is posted at the South Tennis Court Gates. (Photo 17)

Information signs are not currently mounted along an unobstructed accessible route. Facility Rules signage also needs to provide contact information regarding how to obtain alternate accessible formats, upon request, of rules and facility informational signage.

Recommendations

Recommendations, Capital Projects

Approach and Entrance

Pedestrian Crosswalks, Sidewalks and Curb Ramps

1. Accessible route from south: Reconstruct crosswalks, sidewalks and curb ramps from Mass. Ave @ Franklin public transit stops to Pond Lane Facility entrance at south Tennis Courts, opposite Boys and Girls Club.

Note: This TIP will also provide necessary pedestrian accessible route to the Spy Pond Park North beach facility.

2. Accessible route from west- public transit and Bikeway link: Construct an accessible route along at least one sidewalk, from Massachusetts Avenue at Whittemore Street to underpass at Whittemore Street; and continue to links with SE field paved walkway.

3. Construct accessible route from north- public transit and on-street parking.

4. Construct accessible route from Pleasant Street @ Addison St. to Lombard and down Wellington St. to intersection of Wellington and Pond Lane.

For additional information, please refer to 2010 ADA Standards for Accessible Design: Accessible Routes for Accessible Routes and Curb Ramps; and, Scoping Requirements for Accessible Routes, Site Arrival Points

Grandstand

Construct an additional accessible spectator seating area to the right of the grandstand. There should be at least 20 wheelchair spaces dispersed in this area; each with a companion seat adjacent on either side; and along an accessible route connected to other facility spaces and elements.

Note: Provision of accessible, integrated seating and accessible route connections along clubhouse, on-deck circles, catcher/umpire stand, and home plate is a high priority program accessibility item.

Recommendations, Without Much Difficulty or Expense

Approach and Entrance

Curb Ramps and Sidewalk

Boys and Girls Club crosswalk:
Reconstruct noncomplying curb ramp on Boys and Girls side of crosswalk and add reciprocal curb ramp facility side of crosswalk. Add sidewalk at least 36 inches wide along perimeter of facility from intersection of Pond Lane and Wellington St. to South Tennis Entrance gate near crosswalk.

For additional information, please refer to 2010 ADA Standards for Accessible Design: Accessible Routes for Accessible Routes and Curb Ramps; and, Scoping Requirements for Accessible Routes, Site Arrival Points.

Parking

Add parking restriction signage near SW facility gate and crosswalk to prevent cars from obstructing south entrance.

Maintenance: Snow Removal Policy should prioritize maintenance of clear paths between parking lot entry/exit points to municipal facility entry/exit points.

Points of Entry, Signage

NW, North, NE: Install directional signage at Lombard Terrace staircase entry points to Hornblower Field and also at Play Fair arch informing users where a no-step entrance is located (SW Main entrance).

For additional information, please refer to 2010 ADA Standards for Accessible Design: Scoping requirements for Signs, Directional and Informational Signs.

Points of Entry, Signage, Gates

West Tennis Court gate: Pave and widen entry gate to open 90 degrees to at least 32 in. width entry, and add an interior walkway of at least 48 inches width leading to and adjoining bench and courts at Wellington St. tennis courts.

For additional information, please refer to 2010 ADA Standards for Accessible Design: Accessible Routes for Accessible Routes and Swinging Doors and Gates and Door and Gate Opening Force and Door and gate Surfaces

Points of Entry, Accessible Route

SW Tennis Courts Entry: Reconstruct paved entryway to Tennis Courts and install route to field playing areas. Entranceway panels should connect with accessible sidewalk and curb cut from crosswalk; and, extend full width of entry onto field.

For additional information, please refer to 2010 ADA Standards for Accessible Design: Accessible Routes for Accessible Routes; and Building Blocks for Floor or Ground Surfaces; and, Scoping Requirements for Accessible Routes, Within a Site

SE: see walkways, signage.

Gates

After sidewalk accessible route installed, ensure that all Tennis Court gates on field and t sidewalks open to at least 32 inches along smooth, level slip-free ground surface.

Install smooth surface or kickplate hardware on W and S gates.

For additional information, please refer to 2010 ADA Standards for Accessible Design: Accessible Routes for Accessible Routes and Swinging Doors and Gates and Door and Gate Opening Force and Door and gate Surfaces

Access to Facility Areas

Interior Walkways

1. Widen SE paved walkway where necessary to provide consistent smooth width of at least 32 in. from fence openings at Pond Lane and Pond Terrace through to connection above field, at Shared-use Bikeway trail. At Pond Lane, adjoin path to street with attention to leveling at transition line.

Maintenance: Attend to SE walkway cracking, level changes, and smoothness issues.

2. When Capital Improvements take place: Install paved walkway connecting to SE paved walkway that connects to at least 60% of site

arrival points; and provides at least one accessible route connection to:
both Tennis court entrances from field gates and sidewalk;
point of entry to south field and team meeting area;
field playing area of Hornblower Field;
both team seating areas at Hornblower Field;
Clubhouse at Hornblower Field;
Spectator seating at Hornblower field;
around the entire perimeter of the field; and
connect with all accessible entry points.
Walkway should adjoin accessible seating at grandstand, team clubhouse, field and court benches, field markers, paved entry points, Pond Lane crosswalk and curb cuts, and at least one accessible parallel on-street parking space.

Signage

Provide directional signage at all inaccessible points of entry informing users of nearest accessible entrance.

Mount all informational and directional signage so that it can be approached and viewed from at least 5 feet forward approach along an accessible route.

Include Staff contact information and online information website to access information and Rules signage in alternate accessible formats, such as digitally (online) in .txt or . brf (Braille-ready format); and also in print as Large Print and Brailled information. These resources should be readily available online and upon request.

For additional information, please refer to ADA Title II Requirements for Effective Communications, 28 CFR 35.160-35.164 and, 2010 Standards: Scoping Requirements for Signs

Access to Amenities

Trash Receptacles

Ensure that all Trash Receptacles adjoin accessible walkway route, including at Dog Walking paths.

For additional information, please refer to 2010 ADA Standards for Accessible Design: Accessible Routes for Accessible Routes and Curb Ramps; and, Scoping Requirements for Accessible Routes, Site Arrival Points Within a Site



Town of Arlington, Massachusetts

Request to Memorialize Robert MacMurray

Summary:

Dan Dunn, Selectman

ATTACHMENTS:

Type	Description
<input type="checkbox"/> Backup Material	Correspondence from D. Dunn

Dear colleagues,

I request that our board refer this memorial request to the Public Memorial Committee with a positive recommendation.

Robert MacMurray was known as BobbyMac to all. His special talent was to make everyone feel loved and strong in their own way. When he was younger he struggled with his weight, and when his doctor told him to lose weight or die, he shed the pounds on a bicycle. Over the coming decades he taught thousands of people how to ride and how to love riding. He lived many years in Arlington and worked at QuadCycles on Mass Ave. From QuadCycles he lead hundreds of morning rides, all comers welcome, all skills. Everyone was good enough for Bobby, and then he made you even better. He did this even as age robbed him of his eyesight; he was legally blind, but could see enough shapes and motion to lead a ride across Arlington and surrounding towns.

The memorial proponents have their eye on a spot on the bikepath which abutts the Summer Street Bacci Ball court. The plaque they envision would have Bobby's years and his "Ride with Love in your Hearts & Smiles on your Faces" quote and a line or two about his dedication to helping new riders train for charity rides, and that the bike path still holds his energy. They have started a gofundme sight to offset the cost.

http://www.gofundme.com/bobbymac?pc=mb_em

They are also holding a memorial celebration on April 4th (Bobby's birthday) at the Lexington depot. It would be great if the boulder unveiling could be on that date too.

I should note that Bobby was also the cook of my fraternity, after I left the house in 1994. He was technically my employee when I was the president of that alumni group. Bobby was just as powerful there as in Arlington. As a cook to 50, he was often their mom or their dad, depending on the day and what the man needed! My first memories of him on a bike were doing the AIDS ride, soliciting donations and asking for the name and picture of a departed fraternity brother that he could ride for.

BobbyMac was a special man who is missed by many here in town. I believe the proposed memorial, or some other alternative, is appropriate.

Sincerely,

Dan Dunn